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ABSTRACT

This report presents results of a project to produce a set of strategies to ensure the compatibility of Australian state and territory information systems with the requirements of the National Management Information and Statistics System (NATMISS) and the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS). Section 2 describes project methodology. Section 3 on State and Territory Training Authority (STA) statistical systems describes their functions, STA computer systems and specifications, current and planned development work, and links with Technical and Further Education (TAFE). Section 4 focuses on the relationship between STA statistical systems and AVETMISS. It considers the impact of AVETMISS on the data level, mode of data dissemination, data quality, and national classifications; it also discusses development of the contract of training portion of the NATMISS Business Model and compares the existing data elements in the STA statistical systems with the AVETMISS attributes relevant to the contract of training area. Subsections provide comparative analyses of the AVETMISS with the data elements contained in the statistical systems in each state and territory. Section 5 presents National Classifications for the Contract of Training area in terms of two attributes: contract status and employer type. Section 6 focuses on differences in the statistical reporting by the STAs. Section 7 identifies issues in terms of gathering information for a national collection from organizations outside of the TAFE sector. Appended are sections on project brief, award category, contract type, and contract status reason. (YLB)

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KNOWING THE SCORE

A National Review
of the
State and Territory
Training Authority
Statistical Systems

*Australian Committee on Vocational
Education and Training Statistics*

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AUSTRALIAN COMMITTEE ON VOCATIONAL EDUCATION AND
TRAINING STATISTICS

FINAL REPORT

KNOWING THE SCORE

A NATIONAL REVIEW OF THE STATE AND TERRITORY
TRAINING AUTHORITY STATISTICAL SYSTEMS

March 1994

A project conducted by

JANE SCHUELER

for the ACVETS TRAINING STATISTICS WORKING PARTY

FUNDED BY THE AUSTRALIAN COMMITTEE ON VOCATIONAL EDUCATION AND
TRAINING STATISTICS

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Telephone (08) 332 7822
Facsimile (08) 332 3988

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Foreword

Vocational Education and Training has suffered over the past decades through not having authoritative, consistent data on its activities and not being able to demonstrate precisely how well it has performed.

Vocational education and training will provide the skilled workforce needed to take Australia into the 21st century. The sector is the most complex in Australia, delivering the most diverse programs in the most flexible fashion through the widest range of providers. To ensure that concise, consistent and well understood information about employment, education and training is available ACVETS endorsed last year an Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) to apply to all sectoral data. This development will progressively enable planners to accurately plan, trainers to deliver the most appropriate training, and governments and industry to accurately assess the impact of training on the workforce and the labour market.

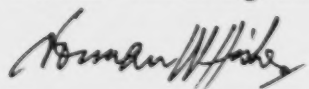
'Knowing the Score' is about providing, through AVETMISS, reliable and nationally consistent information on structured entry-level training. 'Knowing the Score' will enable the achievement of a long standing national objective to achieve a uniform approach to the collection of regulated training statistics. The success of this project is largely attributable to the willingness of the Commonwealth, States and Territories to work towards a common approach.

The importance of this project in facilitating the development of improved planning in VET delivery cannot be overstated. Nationally, structured entry level training accounts for a significant and growing proportion of recognised training effort.

Developments such as the Australian Vocational Certificate Training System and the expansion of vocational education delivery within the schools sector, add further emphasis to the need for a more flexible approach to monitoring Australia's training effort.

The recommendations of this report are designed to ensure the rapid development towards the AVETMIS Standard for data relating to structured entry-level training. As such they are a further major step towards improved planning.

As will be apparent this report represents the results of the foresight of the ACVETS Training Statistics Working Party, and the Working Party Chair Mr John Stalker of Queensland, in commissioning and advising the Project. The effective work of the Project Officer Ms Jane Schueler, and the assistance of numerous training officers, has been essential to achieving such a comprehensive and quality report.



Norman W F Fisher, A M
Chair, Australian Committee on Vocational Education and Training Statistics (ACVETS)

8-3-94

Executive Summary

The development of the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) and its central role in the national planning and resource allocation processes makes it essential that States/Territories take this opportunity to ensure that the data being collected nationally provide an accurate picture of what is occurring at the State/Territory level.

The Australian Committee on Vocational Education and Training Statistics (ACVETS) Training Statistics Working Party has produced this report to inform:-

- ACVETS on the appropriateness of the type and format of the regulated entry level training data that is proposed for AVETMISS.
- States and Territories on how local regulated entry level data collection and administration processes could be improved to facilitate inclusion within AVETMISS.
- States and Territories of the additions/revisions that will have to be made to existing state level collections to meet AVETMISS requirements.

This report does not attempt to define what data should be held in State/Territory systems outside of the data which is required for inclusion within AVETMISS specifications. The report does not require that the State and Territory Training Authorities adopt one common information system. The focus of the report is on ensuring that the commonly defined set of data can be collected from all States/Territories to accurately reflect what is occurring in the National Vocational Education and Training System.

The findings of the report strongly suggest that, where this is not currently the case, each State/Territory should use one integrated system for the administration of all regulated entry level training data. This proposed approach will facilitate the consistent and accurate collection and dissemination of data. For the same reasons and potential efficiency savings it is also recommended that stronger on-line interfaces be established between TAFE enrolment systems and regulated entry level training systems. Currently South Australia has the only fully integrated system.

Recommendations address broad strategies and modifications that will be required at the State and Territory level to ensure compatibility with the AVETMIS Standard.

Abbreviations

ABS	Australian Bureau of Statistics
ACPET	Australian Council for Private Education and Training
ACVETS	Australian Committee on Vocational Education and Training Statistics
ATR	Australian Training Register
AVCTS	Australian Vocational Certificate Training System
AVETMISS	Australian Vocational Education and Training Management Information Statistical Standard
CBT	Competency Based Training
COT	Contract of Training
COTTS	Committee on TAFE and Training Statistics
DEET	Department of Employment, Education and Training
DETAPE	Department for Employment, Training and Further Education
DEIRT	Department of Employment, Industrial Relations and Training
DEVET	Department of Employment, Vocational Education and Training
NATMISS	National Management Information Statistical System
NCVER	National Centre for Vocational Education Research
OTFE	Office of Training and Further Education
STA	State and Territory Training Authorities
TAFE	Technical and Further Education
TSWP	Training Statistics Working Party
VEETAC	Vocational Education, Employment and Training Advisory Committee

Recommendations

1 General

- 1.1. It is recommended that statistical systems of the state and territory training authorities (STA) be upgraded to the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS), using AVETMISS attributes, classifications and definitions (see page 14).
- 1.2. It is recommended that the STAs implement a single process of extraction of data in unit level form based on the AVETMIS standard (see page 22).
- 1.3. It is recommended that:
 - (a) data recorded in the DEET administrative systems that overlap with the VET Sector (eg. Australian Traineeship System, Australian Vocational Certificate traineeships and Career Start traineeships) conform with the AVETMIS Standard by the end of December 1994; and
 - (b) in line with the implementation of the Australian Vocational Certificate Training System (AVCTS), responsibility for national reporting on this data be transferred to ACVETS within an agreed time-table.
- 1.4. It is recommended that the STA collect entry level training data to the AVETMIS Standard by July 1994 and commence reporting in October 1994.
- 1.5. It is recommended that the documentation of systems meet a common standard which contains a full list of the data elements, the data format and a detailed description of the data elements (see page 4).
- 1.6. It is recommended that the STAs adopt a unique client identifier as a tracking mechanism at the local level (see page 51).
- 1.7. It is recommended that the use of ASCO in terms of coding trainee occupations/trades be reviewed to ensure a consistency of practice at the national level (see page 49).

2 Strategies to establish an improved data collection process.

It is recommended that the strategies to establish an improved data collection process consist of:-

- 2.1. The amalgamation of the apprenticeship and traineeship databases (see page 9).

- 2.2. The development of an interface between TAFE and the STAs with a minimum standard of on-line access (see page 17).
- 2.3. The implementation of an electronic transfer of data between TAFE and STAs (see page 18).
- 2.4. An increase in the frequency of data transfer between TAFE and the STAs (see page 19).

3 The AVETMIS Standard

- 3.1 It is recommended that the STAs collect the following data items which are not presently collected by all states and territories and adopt/translate to the national classifications which conform with the AVETMIS Standard;

(a) Client (trainee) data (see pages 34-35)

Data items:-

1. Highest school level completed
2. Year highest school level completed
3. Aboriginal/Torres Strait Islander indicator (Y/N)
4. Language (spoken at home)
5. Employment Category
6. Country of birth
7. Overseas full fee paying client (Y/N)
This will appear as a blank field in the file.
8. English Assistance Requested (Y/N)
9. Residential Collector District
(This field is optional, it only applies to designated remote areas in New South Wales, Northern Territory, Queensland and Western Australia)
10. Adult and Community Education (Y/N)
11. Disability indicator (Y/N)
12. Assistance for Disability (Y/N)
13. Prior Educational Achievement Flag (Y/N)

National classifications:-

1. Language (spoken at home)
2. Employment category
3. Country of birth

(b) Client Disability (see page 37)

Data items:-

1. Disability type

National classifications:-

1. Disability type

(c) Client Prior Educational Achievement (see page 39)

Data items:-

1. Prior Educational Achievement
2. Completion Flag (Y/N)

National classifications:-

1. Prior Educational Achievement

(d) Contract History data (see page 41)

National classifications:-

1. Contract status

(e) Employer data (see pages 43-45)

Data items:-

1. Employer size
2. Employer type
3. ANZSIC (of the employer)

National classifications:-

1. Employer type
2. ANZSIC codes

(f) Training Contract data (see page 49)

Data items:-

1. ASCO identifier

National classifications:-

1. Contract status

4 National classifications

4.1 It is recommended that the following AVETMISS attributes adopt the classifications as specified.

(a) Contract Status Type (see page 153)

VALUE	CONTRACT STATUS	DEFINITION
01	Active	A contract under which the apprentice or trainee is training in a particular vocation for the first time
02	Active (recommencement)	A contract under which the apprentice or trainee is training in a particular vocation, having had a previous training contract in the same vocation terminated.
03	Withdrawn	A contract which has been terminated during the probationary period.
04	Completed	A contract for which all of the prescribed requirements have been successfully met.
05	Expired	A contract for which the term has expired without the apprentice or trainee attaining the required competency standards.
06	Cancelled	A contract which has been terminated after the probationary period.
07	Suspended	A contract which has been interrupted for any reason other than termination.
08	Pending	A contract whose status is currently indeterminate, but which must be clarified at a later date.

(b) Employer Type (see page 159)

- 01 = Private Sector
- 02 = Group Training Scheme
- 03 = Government Business Enterprise
- 04 = Local Government
- 05 = State Government
- 06 = Commonwealth Government

5 Statistical Reporting (see page 164)

5.1 It is recommended that statistical reporting be based on the date of effect (i.e. the actual date).

Table of Contents

Foreword	i
Executive Summary	iii
Abbreviations	iv
Recommendations	v
SECTION 1 INTRODUCTION	1
SECTION 2 METHODOLOGY	3
SECTION 3 A DESCRIPTION OF THE STA STATISTICAL SYSTEMS	
3.1 The Function of the STA Statistical Systems	5
3.2 STA Computer Systems	9
3.3 Current and Planned Development Work	12
3.4 Links between TAFE and STA Statistical Systems	15
SECTION 4 STA STATISTICAL SYSTEMS AND AVETMISS	
4.1 The Impact of AVETMISS	21
4.2 The Contract of Training Data and the NATMISS Business Model	23
4.3 Australia	29
4.4 Australian Capital Territory	53
4.5 New South Wales	65
4.6 Northern Territory	77
4.7 Queensland	89
4.8 South Australia	101
4.9 Tasmania	113
4.10 Victoria	125
4.11 Western Australia	137
SECTION 5 NATIONAL CLASSIFICATIONS	149
5.1 Contract Status	150
5.2 Employer Type	158
SECTION 6 Reporting Statistics	161
SECTION 7 Other Training Providers	165
Acknowledgements	167

Appendices	Appendix A Project Brief	171
	Appendix B Award Category	175
	Appendix C Contract Type	178
	Appendix D Contract Status Reason	180

1 Introduction

The then Committee on TAFE and Training Statistics (COTTS) 1991 review of the adequacy of existing national information systems within vocational education and training confirmed that as a major priority a replacement system should be developed for implementation by the end of 1994.

It had been recognised that there were major problems with the consistent collection of vital data. Without clear and consistent national definitions, the States and Territories may create local information systems that inhibit the development of an accurate national picture. With the increasing imperative for training to meet changing industry demand, this lack of authoritative data has become a serious problem and the National Management Information and Statistics System (NATMISS) project was formed to examine the requirements, establish consistency and develop a comprehensive information system to meet the changing needs of the sector.

The objectives of NATMISS are to:

- Establish new definitions of the boundaries for vocational education and training for which management and statistical information is required.
- Identify the data concepts and relationships which NATMISS should encompass, on either a compulsory or discretionary basis.
- Provide a national management information system to enable the accurate, consistent and reliable measurement of the vocational education and training sector.
- Develop nationally consistent data definitions enabling the effective measurement of vocational education and training at the national, State/Territory and provider levels.
- Develop a program to implement a national reporting system which will present timely and accurate performance indicators to enhance the planning and monitoring processes within all vocational education and training systems.

In August 1992 a training statistics forum was convened by ACVETS, to address the issue of training statistics in the NATMISS context. The meeting resulted in the reconvening of the ACVETS Training Statistics Working Party (TSWP) which was given the following four tasks to undertake.

1. Produce a summary description of each State covering:
 - (a) existing statistical systems
 - (b) existing computer systems used for statistics
 - (c) current development work and plans
 - (d) links between TAFE and Training statistics systems
 - (e) key data definitions
 - (f) major statistical reporting arrangements
 - (g) list of agencies, functions and relationships.

2. Produce a list of contacts in each State and Commonwealth agency.
3. Develop specifications for consistent national statistics for:
 - (a) Contract of training - especially New Entry Level Training System (NELTS)
 - (b) Registration of Private Providers
 - (c) Financial data for training agencies (including the revised data in the consultant's report and advise on consistency)
 - (d) Linkage of TAFE and Training computer systems.
4. Develop a proposal for enhancing collation and publication of data.

The TSWP developed a project methodology to address the tasks outlined above. A project officer was appointed in November 1992.

This project has sought to produce a set of strategies to ensure the compatibility of State and Territory systems with the requirements of the NATMISS project and to the AVETMIS Standard. The intent of this report is to ensure that appropriate timely and quality management information is collected for use at the local, state and national levels. It is recognised that states/territories will continue to collect and maintain their own independent systems.

The TWSP has taken into account the changing needs for entry level training statistics to be accommodated within AVETMISS.

The use of the term "training" within the report refers to all regulated entry level training activities.

Report Structure

This report has been structured as a working document for use by state training authority managers, operators and for Authority planning purposes. The information is intended for use by the training authorities to prepare for the introduction and transition to the AVETMIS standard for the proposed new national collection process requirements.

2 Methodology

Relevant information was sought via two main sources; a survey and state/territory consultations. A spreadsheet to compare the AVETMISS attributes with the local data elements was developed which proved to be an important tool for national comparative analysis. The survey, AVETMISS spreadsheet and the state and territory visits collectively provided the basis of the report.

Surveys

A proforma to produce a summary description of the current training statistics was distributed to the State and Territory Training Authorities in November 1992 to collect information relating to the objectives of the project. A collation of the responses from the surveys formed the basis for further information gathering for the interviews to follow. The surveys were completed with varying degrees of detail which posed some problems for establishing a comparative analysis of the information. Consequently the consultation process to follow involved substantial clarification of this information and required more time than originally estimated.

An AVETMISS spreadsheet

A spreadsheet of the state/territory data elements in comparison with the NATMISS Project Business Model attributes and the corresponding definitions was developed. Not all the information was available or accessible. Furthermore, the Business Model itself continued to change and evolve which necessitated the content of the spreadsheet to change accordingly. However this comparative data information proved to be very useful in the development of the Contract of Training portion of the NATMISS Project Business Model and the development of the AVETMIS Standard.

State/Territory visits

State and Territory Training Authorities

State and Territory visits to data providers and system users were conducted from January to May 1993 with follow up as required. These visits provided the means to gather more information and clarify/verify the information already collected. Consultation with representatives from the State and Territory Training Authorities included personnel ranging from operational, policy and management levels. This involved approximately 80 representatives across Australia.

Other key players

Discussions with organisations other than TAFE and STAs also took place. This included a private provider, Australian Council for Private Education and Training (ACPET), Australian Training Register (ATR) and several industry representatives. The objective of these discussions was to develop strategies to collect the widest possible information for incorporation in the AVETMISS system.

A comment on the data collection

The collection and collation of information for this project has been made more complex due to the following three reasons:-

1. The lack of documentation and/or clarity of detail.

There has been substantial evidence during this project of the variation in documentation details in terms of accessibility of the information, clarity and indeed whether any exists. This project has confirmed a need for more accurate and consistent system documentation.

It is recommended that the documentation of a system meet a minimum standard which contains a full list of the data elements, a detailed description and an indication of the data format (see recommendation 1.5).

- 2. The continual development of new statistical systems and changes to existing operational processes, and**
- 3. The development of the Contract of Training (and other portions) of the NATMISS Project Business Model occurring in parallel with this project.**

3.1 The Function of the STA Statistical Systems

The information contained in Table 3.1a is extracted directly from the survey returns of STAs as described in Section 2. These details illustrate the broad content and functionality of the statistical systems.

The more common functions of the STA statistical systems include:-

- ♦ The recording, storage and management of information in relation to:-
 1. Apprentices and trainees
 2. College details
 3. Current and historical transactions
 4. Employers
 5. Guardian/parents
 6. The training contract
 7. Trade information

As illustrated in Table 3.1b below, the apprenticeship and traineeship data constitute a substantial portion of training in Australia.

Table 3.1b: Apprenticeship and traineeship statistics

State/Territory	* Apprentices in Training at 31 December 1993	**ATS Trainee commencements to 30 June 1993
Australian Capital Territory	1,741	519
New South Wales	42,714	5,299
Northern Territory	966	204
Queensland	21,069	3,050
South Australia	8,342	829
Tasmania	3,140	632
Victoria	29,463	4,814
Western Australia	10,630	1,361
AUSTRALIA	118,065	16,708

* Source: Table 4 (Pg 23) Apprentices in Training at 31 December 1993. Quarterly Apprenticeship Statistics 1 October 1993 to 31 December 1993.

** Source: Table 5 (Pg 17) 1992/93 Commencements to 30 June 1993. Australian Traineeship System Quarterly Performance Report June 1993, DEET.

Table 3.1a: The function of the STA statistical systems

STATE/ TERRITORY	DATABASE NAME	FUNCTION/DESCRIPTION OF THE SYSTEM
AUSTRALIAN CAPITAL TERRITORY	APP/QAS	The system provides a database for the recording of apprenticeship training conducted in the ACT under Contracts of Training
NEW SOUTH WALES	APSATS	To register, monitor and certify the applicants for apprenticeships and traineeships. To provide statistical information on apprenticeship and traineeship.
NORTHERN TERRITORY	NORVET	This system is designed to cover the recording and management of data on Northern Territory labour markets programs. It includes grants, subsidies, scholarships, school leavers, government youth employment and the NT traineeship system.
QUEENSLAND	DESD	Is used to record and store data relating to vocational training systems which include apprentices, employers, colleges (TAFE and non-TAFE), para-professionals, cadets, non-Australian Traineeship System trainees. The system can process the different events during the contracted period of training and generate the relevant stationery associated with these events, which can be printed using the system.
SOUTH AUSTRALIA	COTIS	The database contains details of the apprentice and ATS trainees. The COTIS was mainly developed to assist the ICTB to monitor and manage details of trainees and employers who enter into Contracts of Training. COTIS was designed to cater for the contract management functions as well as managing information on formal trainers, skilled workers and declared vocations approved by ICTC. It is also responsible for the generation of management information, reports and statistical requirements for the Commission and for the Commonwealth Government.
TASMANIA	CITS	Administration system which records apprenticeship and traineeship information linked to employer data. Includes the capacity to allocate apprentices and trainees to college classes.
VICTORIA	APPSYS	Registers all apprentice and adult trainees undertaking training in Victoria excluding some Commonwealth and Defence Department apprentices. Provides a database of all employment information, current and historic. Statistical information based on VEETAC guidelines.
WESTERN AUSTRALIA	TRS	The Training Records System (TRS) provides two functions:- (1) Automation of the processes that control structured, competency based training systems - After the basic contractual details and results are entered into the TRS the system produces all necessary correspondence, assessment requests and Certificates. It records and calculates individual achievements against the agreed skills required for each individual trade. It also produces triggers for all action by the Training Authority including monitoring (workplace assessment) and produces notification to employers and unions etc. Intervention by the Office of Industrial Training is only required when there are changes to the contract status, trade or employer. (2) A database of apprentices, trainees, parents and guardians and employers involved in structured training.

Table 3.1c: Agencies, functions and relations.

	AGENCIES	FUNCTIONS/RELATIONS
ACT	ACT Accreditation agency	The Agency is currently located within the Vocational Training Authority which uses wordprocessing & spread sheet packages.
NSW	DEET	DEET has read only access to the system for CRAFT queries (ie to monitor subsidy payments)
	Regional Offices, DIRETFE	These offices are connected on a LAN network to the Central registry system.
NT	NT Communications	Developed and provided the technical support for the system
	NT Employment and Training Branch	Manages and maintains the data on the system.
	Darwin ITAFE	Interfaces to the system for exchange of enrolments and result data
	NT Department of Transport and Works	Contracts system interfaces with NORVET to provide data for the management of the apprentices on government contracts policy.
	NT TAFE Policy & Planning Branch	Has access to the NORVET system for statistics and general information.
	NT Employment and Training Authority	Has on line statistics and information access to NORVET.
	DEET	On-line facility is available, if required.
QLD	Regional offices, DEVETIR	Have dial-in (modem) facilities for the country offices to access trainee information.
	DEET	For subsidy payments, completions and commencements using read-only access.
	Field Services Unit, DEVETIR	On-line access to trainee information.
	TAFE Colleges	On-line access to trainee information.
SA	Industrial and Commercial Training Commission	Function: To evaluate, determine, develop, examine, co-ordinate and promote training programs. Relationship: Advisory body which administers legislation related to all aspects of Contracts of Training. The Industrial and Commercial Training Branch (ICTB), DETAFE supports the work of the Commission.
	Information Systems Branch, DETAFE	Function: Develops and maintains computer systems DETAFE requirements. Relationship: Provides advice and assistance to ICTB in all matters related to COTIS.
	Colleges on Student Management System Network, DETAFE	Function: Provide off-the-job training to trainees (ie apprentices and ATS trainees). Relationship: Exchanging of information with ICTB regarding trainees.
	Industry Training Branch, DEET, Adelaide	Function: Administers payments of employer incentives (ie CRAFT, SAP). Relationship: Have access to 'read' only screens on COTIS to determine employer eligibility for payment.
TAS	Dept of Employment, Industrial Relations and Training (DEIRT)	DEIRT owns the computer system and operates it on behalf of the Training Authority of Tasmania (TAT).
	Dept of Employment, Education and Training	Access to trainee information to check subsidy payments.
	Tasmanian Centre for Information Technology	TASCIT wrote the system, owns the hardware on which the system operates and supports the software/hardware.
VIC	DEET	DEET has login access in order to check subsidy payments
	TAFE Colleges	26 colleges have on-line access to APPSYS to access trainee information.
	Office of Training and Further Education	School placements and labour market issues.
WA	** State Employment and Skills Development Authority (SESDA)	SESDA is currently responsible for setting and coordinating training policies. The Skills Standards and Accreditation Board (SSAB) within SESDA was created to improve and monitor the quality of training programs. ** Changes announced recently propose the amendment of the agency structure in WA. This indicates SESDA will cease to operate. A review has been completed which will alter the administrative arrangements.
	Technical and Further Education colleges	TAFE is the major off-the-job training provider for Apprenticeships and Traineeships which include the provision of Apprentice and Trainees attendance, progress and achievements.

These data however only represent the number of individual apprentices or trainees but for every individual "contract" a number of transactions take place during the course of the training. Consequently the quantity of data escalates and of course the scope of training statistics is much broader than apprentices and trainees.

- ♦ Allocation of apprentices/trainees to classes in TAFE (This occurs in the Queensland and Tasmanian statistical systems)
- ♦ Certification and registration of persons undertaking contracts of training.
- ♦ Calculation and generation of statistical reports on the Contract of Training.
- ♦ The databases also store information in relation to persons applying for tradesperson status, adult trainees (New South Wales) and other labour market programs (Northern Territory).
- ♦ As indicated in Table 3.1c, the computer system is also used by an extensive range of organisations for a variety of purposes. The interaction of other agencies with the Training Authority databases reinforces the importance of storing quality data.

3.2 STA Computer Systems

Table 3.2a provides an indication of the variation in the STA's computer hardware and software. However there is evidence of some apparent commonalities between the Training statistical systems.

A description of the STA computer systems

The apprenticeship and traineeship records are stored in two independent databases for the Australian Capital Territory, Queensland, Tasmania and Victoria.

- ♦ The APP/QAS (apprenticeship) and ATS (traineeship) systems in the Australian Capital Territory share the same medium (ie the PC) but are accessed via different options from the menu driven system.
- ♦ Similarly CITS in Tasmania has two physically independent databases for the apprenticeship and traineeship data which reside on the same medium but are accessed via different menu options.
- ♦ Queensland's DESD (apprenticeship) and TS (traineeship) use identical hardware and software but they are accessed independently of each other.
- ♦ The APPSYS (apprenticeship) and ATS (traineeship) systems in Victoria run on different hardware and software platforms. [Although these databases are currently operated separately, this practice may change with the proposed introduction of a new computer system which may integrate the two systems. This may take the form of an IBM system operating under UNIX and may include a Contract of Training module in the MIS. This is still in a conceptual phase].

New South Wales, the Northern Territory, South Australia and Western Australia store the apprenticeship and traineeship details in one integrated database.

Summary comment:- The amalgamation of the apprenticeship and traineeship databases into one integrated system would be advantageous in terms of:-

- (1) increasing the timeliness of data extraction to the managing agent*
- (2) introducing consistency of terminology (ie the same data definitions could be used)*
- (3) increasing the quality of the information*
- (4) reducing the need to conduct two extractions of information (ie one for each database) to one extraction (because the data would reside in the same database)*

The amalgamation of the apprenticeship and traineeship databases is recommended (see recommendation 2.1).

Table 3.2a: STA computer systems.

	Organisation	Title of Computer System	Computer System Specifications
Australian Capital Territory	ACT Vocational Training Authority	Apprenticeship/Quality Apprenticeship System (APPQAS) Australian Traineeship System (ATS)	Paradox db V3.5 OS/2 IBM Compatible workstations Microsoft LANMAN 2.1
New South Wales	NSW DIRETFE	Apprenticeship Processing System and Australian Traineeship System (APSATS)	Oracle db UNIX SVR 3.2 Minicomputer UNISYS U6000/80 Oracle Forms 2.3 SQL * plus Oracle RPT UNIX shell scripts
Northern Territory	Training Development, Employment and Training Branch, Department of Education	Northern Territory Vocational Employment and Training System (NORVET)	DB2 system IBM Mainframe Macintosh computer network Macintosh interface
Queensland	Division of Employment & Training Initiatives, DEVETIR	Division of Employment & Skills Development System (DESD) Traineeship System (TS)	INGRES V6 UNIX The hardware configuration is Pyramid
South Australia	Industrial and Commercial Training Commission (ICTC)	Contract of Training Information System (COTIS)	INGRES db UNIX Hewlett Packard 9000 computers
Tasmania	Quality Assurance Branch, DEIRT	Computerised Industry Training System (CITS)	Mapper Mainframe UNISYS 1100/93 Access via - PCs with PEP Boards or dumb terminals
Victoria	The Office of Training and Further Education (OTFE)	Apprenticeship System (APPSYS) Australian Traineeship System (ATS) ** new system developments are currently in progress	(APPSYS) COBOL/TDMS/DBMS 11/750 VAX Digital Mini System (ATS) : Rally software Microvax 2 RDB VMS the proposed new system specifications: INFORMIX db UNIX O/S IBM based
Western Australia	Office of Industrial Training, DEVET (OIT)	Training Records System (TRS)	RDB/SQL 4.0a VMS 5.4-2 DEC VAX 4300 minicomputers DECNET network SQL query language Digital Equipment (hardware and software)

Computer system specifications

The hardware and software usage varies between the states and territories.

Hardware:-

- 2 STAs use mainframe hardware (Northern Territory: IBM), (Tasmania: UNISYS) and 3 STAs use minicomputers (New South Wales: UNISYS), (Victoria: VAX Digital), (Western Australia: DEC VAX)).

Software:-

- 3 STA computer systems operate under UNIX (New South Wales, Queensland and South Australia). The Australian Capital Territory databases run on OS/2.
- 7 states/territories presently use (or propose to implement) relational databases: - Paradox (ACT), Oracle (NSW), DB2 (NT), INFORMIX (Victoria is proposing to use this in the new MIS), INGRES (QLD, SA) and RDB (WA).
- Currently in Victoria the Apprenticeship system (APPSYS) uses COBOL/TDMS/DMS and the Traineeship system (ATS) uses Rally software.
- Tasmania utilises Mapper a non relational database software package.

Summary comment:- It is evident that the STAs store the training data in a variety of databases. It will be the ability to extract the data corresponding to the AVETMISS requirements from the current systems into an appropriate file structure which will determine the success of the training authorities' contribution to a national data collection.

3.3 Current and Planned Development Work

Table 3.3a provides an indication of the STAs current and planned development work. Although there are individual activities being planned for each state/territory it is more beneficial at this stage to concentrate on commonalities of developments, including the design of new systems.

Amalgamation and integration of databases

- As illustrated by the asterisked (*) cells in Table 3.3a, there are plans to endeavour to amalgamate, integrate or interface databases both within the STA itself and across to TAFE:-
 - (a) The Australian Capital Territory and Queensland have tentative plans to amalgamate the apprenticeship and traineeship records into one database.
 - (b) The Australian Capital Territory, Northern Territory (within the current design), Queensland and Tasmanian training authorities plan to develop, or are in the process of developing, an interface with TAFE.

Competency based training

- Some of the Training Authorities (Queensland, South Australia, Western Australia) are also preparing for Competency Based Training. The accommodation of this indicator in the databases is at various stages of implementation.

New Operations and Computer Systems

- Although the **Australian Capital Territory** has proposed a three year strategic information technology plan, several refinements to the system have already been accomplished. These include the replacement of the 3Com work stations, an increase in the file server disk capacity and an upgrade to a Windows environment.
- **New South Wales** is in the process of devolving the Central Registry function to the Regional Offices. The software will be "copied" to the new environments and data will be accessed and entered at the local offices but still accessed via the central system. There is also a proposal for the development of a new system for which the specifications have been written.

Table 3.3a: Current and planned development work.

STATE/TERRITORY	CURRENT AND PLANNED DEVELOPMENT WORK
AUSTRALIAN CAPITAL TERRITORY	A 3 year IT strategic plan is in preparation. The potential changes are:- • Upgrade to Paradox 4.1 • Amalgamating apprenticeship and traineeship databases * • Development of Registered Private Providers database • Linkage with CIT * • Linkage with the National Training Board
NEW SOUTH WALES	• Upgrading of reports to allow provision of all information required by DEET/VEETAC for quarterly/yearly statistics. • Other systems changes to allow for decentralised data entry and the regionalisation of activities. The handover is due mid 1993. • Specifications have been prepared for a new computer system (it has not been determined if this will be implemented)
NORTHERN TERRITORY	• The NORVET system is operational but undergoing continual developments. • The new system is to incorporate CBT, NELTS and all other NT labour market programs. • Links with TAFE to extract contracts of training data *
QUEENSLAND	• Amending the system to cope with the implementation of CBT. • Amalgamating DESD database with the ATS database. * • Upgrade of response time in the DESD system is in progress • Development of a responsive interface between DESD and CAP (TAFE)*
SOUTH AUSTRALIA	• Major developments (including removing the duplication of records) to the current system have already taken place. This has resulted in a fully integrated TAFE and Training system. • Extension of the Formal Trainer module (this includes TAFE and private providers) • Further changes to the Trainee module. This may include provision for result transfer and possibly CBT.
TASMANIA	• Develop an interface with TAFE * • Developments relating to the output • Replacing the current system and developing MIS which integrates (training) data with the TAFE enrolment system. *
VICTORIA	• Development of new systems (MIS) • Undergoing major changes to System • Victoria is investigating the decentralisation of it's activity and the possibility of handing over the contracts of training (COT) responsibility to the TAFE colleges. • Investigating the ability for other systems (TAFE) to cope with a "Training add-on" • AVC Database pilot
WESTERN AUSTRALIA	• Impact of the National Metals project full implementation of CBT recording and registration of Training providers and post apprenticeship recording of skill information. • Archiving of historical data on TRS • Identification and correction of data problems on the TRS • Establishment of a system in the TRS whereby users can produce/retrieve add hoc reports including statistics.

- The **Northern Territory** is developing a "fully automated" system titled NORVET which is currently in operation but undergoing continual further developments. This system is designed to incorporate Competency based training (CBT), New Entry Level Training Scheme (NELTS) and other aspects of the Northern Territory labour market programs. It includes data relating to grants, subsidies, scholarships, school leavers, government youth employment and the Australian traineeship system. NORVET is expected to prevent the duplication of training records and enhance the "tracking" ability of individuals. This database is designed to link into the TAFE sector.
- Although **Queensland** plans to amalgamate the existing traineeship and apprenticeship databases, there are also "tentative" plans to develop a new system (to be confirmed). An interface between DESD and the new TAFE College Administration Program (CAP) has recently been developed.
- **South Australia** has already undertaken substantial developments to produce a fully integrated contract of training and TAFE system which is operating successfully. The system has been "tidied" up and the duplications dispensed. Currently there are plans to develop the formal trainer modules which includes private providers.
- The existing training system in **Tasmania**, CITS, was developed by the Tasmanian Centre for Information Technology (TASCIT) which still provides support. This previously independent Centre has now been brought under the control of the Department of Premier and Cabinet (DPAC) and has been renamed the Communications and Computing Division (CCD). A new training statistics system will be incorporated into DEIRT's new student enrolment system (to be called the Student Administration and Management System) because CCD is external to DEIRT.
- **Victoria** is investigating the decentralisation of its operations and may hand over the contract of training (COT) responsibility to the TAFE colleges and recognised providers. This may require an extension of the current college enrolment systems. Consequently a new MIS computer system containing 9 modules has been proposed which may include a COT module in which all student records are integrated.

Summary comments:- It is evident that the development of new statistical systems are based on the states/territories own local needs and requirements. It is strongly recommended (refer recommendation 1.1) that new computer systems both meet the local needs and:-

- (1) incorporate the AVETMISS attributes in their design*
- (2) adopt the AVETMISS definitions*
- (3) adopt the National classifications into their systems in order to meet the National requirements and*
- (4) if feasible an interface with TAFE in order to enhance the flow of data.*

3.4 Links between TAFE and the STA Statistical Systems

A link between TAFE and the State and Territory Training Authorities provides many advantages. These include:-

- ♦ The removal of duplicate or redundant data.
- ♦ The STA data is kept up-to-date and audit trails can be provided.
- ♦ TAFE are in more frequent contact with the apprentices and trainees and therefore data is more current.
- ♦ The ability to view and use TAFE information. For example academic records, completion of course details etc.

Table 3.4a illustrates the existence of linkages between TAFE and the STAs, the mechanism for the transfer of data (ie. off-the-job training results and allocations) and the common elements between the two systems.

The Linkage

The link between TAFE and the STAs varies from a fully integrated system to no linkage at all.

Fully Integrated:-

- ♦ **South Australia** has the only fully integrated STA and TAFE system. COTIS and the TAFE Student Management System (SMS) share a file which contains all the student data at unit level. Each system has its own independent view of the one main database. Information entered into the database is instantaneously updated. Therefore the SMS (Student Management System) at TAFE and the users of COTIS have access to current records on view. The "communication" between the two areas is direct. COTIS is on-line to several metropolitan and country offices. The colleges which are not on-line download the relevant data which is entered into the COTIS system.

A direct link:-

- ♦ The design of the **Northern Territory's** NORVET system also proposes to link directly into the TAFE system through a shared identifier, "TAFE_Uni_number".

Table 3.4a: Links between TAFE and STA systems

	The linkage	The mechanism	Common data elements
ACT	APPQAS/ATS are not physically interfaced with the CIT system.	TAFE sends a hardcopy of off-the-job results at the end of each year to VTA.	An apprentice is matched manually by surname & trade.
NSW	There is no linkage between the Vocational Training area & TAFE.	None	None
NT	A TAFE system is designed to link directly into NORVET to extract contracts of training data.	There will be a direct network link to the Darwin Institute of TAFE student record system to facilitate automatic enrolments and data exchange.	TAFE_uni_number (proposed)
QLD	There is an indirect linkage between CAP (TAFE system) & DESD (STA system). Files are transferred across Ethernet using FTP (File Transfer Protocol).	There is a nightly two way file transfer of data ; (1) DESD transfers allocation of apprentices data to CAP and (2) CAP transfers off-the-job training results data to DESD.	The common data elements are student number and module codes.
SA	This is a fully integrated system	Automatically and directly updated and accessed.	There is one file of student/trainee information. This is accessed from COTIS by trainee number and from the SMS by student id number.
TAS	There is no "live" interface.	TASCIT receives a magnetic tape from TAFE which is downloaded into CITS monthly. CITS allocates classes for the apprentices and sends a list (hardcopy) to TAFE.	The TAFE enrolment system contains a file which has both the TAFE Id and the CITS ID for individuals. Ids are matched on a regular basis and TAFE results are downloaded into CITS.
VIC	APPSYS/ATS are not physically interfaced with the TAFE system.	(1) Transfer of information is via hardcopy (2) The transfer of hardcopy information to TAFE varies from quarterly to annually for the apprenticeship system (3) For the traineeship system the hardcopy information is sent monthly.	Some of the colleges hold the training contract number while others do not. The student id is not held by APPSYS
WA	There is no physical interface between OIT and TAFE.	OIT sends a magnetic tape to TAFE on a weekly basis which includes new apprenticeship commencements and amendments to existing apprenticeships. TAFE allocate and arrange the enrolments of the apprentices to the various colleges. TAFE provide OIT twice yearly with a tape of Apprentice off-the-job training results.	

Indirect link:-

- There is an indirect link between TAFE and the STA system in **Queensland**. Files are transferred from one system to the other across Ethernet.

No physical link:-

- **Tasmania** and **Western Australia** are not physically linked to TAFE but receive a magnetic tape which is downloaded into the database.
- The **Australian Capital Territory** only has a one way transfer of data from the Canberra Institute of Technology (CIT) to the Vocational Training Authority (VTA). This is in the form of a hardcopy, which consists of the off-the-job training results. This is manually matched to the apprentice/trainee record by the VTA.
- Currently the **Victorian** APPSYS and ATS systems (ie the apprenticeship and traineeship databases) also exchange hardcopy information from the Training Authority to the TAFE colleges and back. [However the OTFE, in Victoria, is in the process of a possible development of new procedures in relation to the administration of contracts of training. It is proposed the TAFE colleges may require "add-on" systems to their existing ones to accommodate contract of training. This infers there may be a direct link between TAFE and the training authority as the colleges may be responsible for on and off-the-job training activities].

No linkage:-

- There is no linkage between the Vocational Training area and TAFE in **New South Wales**. Consequently these two bodies store their own identification numbers and it is not possible to match information about the individual apprentice/student.

Summary comments:- The quality of the link between TAFE and the STAs impacts on the quality of data. Thus the development of an interface between these two bodies could provide a number of advantages in terms of a national collection:-

- (1) *a closer link with TAFE*
- (2) *an electronic exchange of data*
- (3) *increase timeliness of data transfer and*
- (4) *increase access to information.*

The development of an interface between TAFE and the STAs with a minimum link through an on-line access is recommended (refer recommendation 2.2).

The mechanism

The mechanism by which the data is disseminated between TAFE and the STAs varies from an automated update to hardcopy exchange.

- **South Australia** operates an *automated* system due to the total integration of the TAFE and Training data. Consequently the information residing on the system is updated automatically from the view of COTIS and SMS when data is entered.
- The **Northern Territory** proposes an automated transfer of information between TAFE and Training in the design of NORVET.
- **Queensland** transfers files on a nightly basis between DESD and CAP. The communication between the two systems is possible via FTP (file transfer protocol) which allows the transfer of files from one computer system across Ethernet to the other. This is a two way transfer of data.
- **Tasmania** and **Western Australia** receive a *magnetic tape* containing off-the-job training data from TAFE.
- The **Australian Capital Territory** receives a *hardcopy* of the off-the-job training results from CIT. This requires manual matching on the part of the VTA. This is a one way transfer of information. The information must be manually crosschecked with the VTA database on student and trade.

The current **Victorian** apprenticeship and traineeship systems also send *hardcopy* information to the 26 TAFE colleges to check if the apprentice has completed their off-the-job training or the trainee is due to complete. [This arrangement may change with the new MIS system].

- In **New South Wales** there is no exchange of data between TAFE and the STA. The apprentice/trainee has the responsibility of obtaining this information.

Summary comments:- The mechanism by which information is transferred from one organisation to another corresponds to the degree of labour required to process this data. For the purposes of both state specific and national collections an electronic transfer of information (for example disc and magnetic tape) between TAFE and the STAs is more efficient because this mechanism:-

- (1) reduces the errors introduced in manual crosschecking*
- (2) increases the quality of the information by reducing the manual operation*
- (3) is less labour intensive and*
- (4) acts as a validation point to strive for quality and consistency in the data.*

The implementation of an electronic transfer of data between TAFE and the STAs is recommended (refer recommendation 2.3)

Data transfer frequency

The frequency of the transfer of data between TAFE and the STAs differs across the states and territories. Data is transferred nightly in Queensland, monthly in Tasmania and Victoria (traineeship system only), twice yearly in Western Australia and annually in the Australian Capital Territory.

In addition, the regularity of the exchange of hardcopy apprenticeship information between the training authority in Victoria and TAFE varies from monthly to yearly while in South Australia the COTIS system is regularly automatically updated.

Summary comments:- The regularity of data transfer between TAFE and the STA impacts on the currency and accuracy of the information in the database. In the national data collection the quality of information is important. Therefore if data were transferred on a more regular basis between these two organisations the trainee records could be validated, would be more accurate, more timely and subsequently provide better quality statistics.

An increase in the frequency of data transfer between TAFE and the STAs is recommended (see recommendation 2.4).

Common data elements

The common data elements between TAFE and the STAs also differs markedly.

- The **Australian Capital Territory** manually match apprentices on surname and trade.
- In **New South Wales** there are no common elements because the data resides in two independent systems and organisations.
- The **Northern Territory** proposes a "TAFE_UNI_NUMBER" which enables the matching of records.
- **Queensland** merges the data on student number and module number.
- **South Australian** information for students and trainees reside in the same system and therefore share similar data elements but the facility is accessed by contract number from COTIS and student number from SMS/TAFE.
- The TAFE enrolment system in **Tasmania** contains a file which has both the TAFE identification and the CITS identification number.
- In **Victoria** the information is presented in hardcopy with the surname.

Table 3.4b provides an indication of the linkage between TAFE and the STAs, where there is one, in terms of identification numbers. This illustrates that TAFE does not always store the training contract number of the apprentices/trainees and the storage of the TAFE number in the STA database also varies.

Table 3.4b: Common data elements in the TAFE and STA statistical systems

STATE/TERRITORY	Is the training contract number held by TAFE ?	Is the TAFE student number held by the STA ?
Australian Capital Territory	No	No
New South Wales	No	No
Northern Territory		Tafe_uni_number
Queensland		Yes, sid (DESD)
South Australia	Yes, code6_trainee	Yes, id_student
Tasmania	Yes, Reg/File No	
Victoria	College dependent	No
Western Australia	Yes	No

Summary comments:- The storage of common elements in the TAFE and STA databases varies considerably across the states and territories. Storage of at least the major client/contract identification numbers (e.g. student number, training contract number) in the databases is necessary for:-

- (1) Improving the transfer of information*
- (2) Providing an easier exchange of information*
- (3) Strengthening the links between TAFE and Training and*
- (4) Enabling the testing of records to avoid duplication.*

4.1 The Impact of AVETMISS

The current national collection process of apprenticeship data will change extensively with the introduction of AVETMISS. As indicated in Table 4.1a this will involve a number of transitions which include a change from aggregated tabular data on hardcopy to an electronic exchange of unit level records contained within structured files.

Table 4.1a: The present and future national collection processes

THE ISSUES	THE PRESENT NATIONAL COLLECTION	THE FUTURE COLLECTION: AVETMISS
Level of detail	Aggregated/ summed information	Unit level information
Mode of dissemination	Hardcopy	Electronic (disk/magnetic tape)
Format of information disseminated	Tabled figures on hardcopy	Data extracted into fixed length files
Frequency of collection	Quarterly	??

In order for the state and territory training authorities to prepare themselves adequately for the transition to a national collection under AVETMISS, it is important to acknowledge the following issues:-

Level of data

Currently the contract of training data is collected nationally in an aggregated form. AVETMISS will require unit level information (ie one record per transaction).

Currently in the statistical systems there are programs which automatically calculate the aggregated data for the national collection. These programs will need to be revised in order to accommodate the more extensive unit level data required by AVETMISS.

Mode of dissemination of data

Currently the data is supplied in hardcopy form. To meet the AVETMISS requirements the data will be required to be disseminated in electronic form (ie disc/magnetic tape).

The extraction of information will be stored in structured files representing different aspects of the Contract of Training. These consist of the Client (apprentice/trainee), Client Disability, Client Prior Educational Achievement, Contract History (i.e. historical event transactions), Employer, Training Contract and the Training Organisation (i.e. the STA itself) details.

The quantity of data

The present National collection is based on the aggregation of a minimal set of data elements. As can be seen from the list in Table 4.2a following this section the amount of information required will be more extensive than that which is currently collected nationally.

National classifications

The present national collection process involves complying with a few nationally classified categories which include cancellation reasons. The introduction of AVETMISS will require the translation/conversion of local data values by the state/territory training authorities to nationally standardised categories for the following corresponding data elements:-

- ANZSIC (industry) codes (from ASIC)
- Contract Status
- Country of Birth
- Disability Type
- Employment Category
- Employer Type
- Language (spoken at home)
- Prior Educational Achievement

Summary comment:- It is evident that all the training authorities will need to modify the way data is extracted, translated and disseminated if the national system is to meet its design objectives. Furthermore it will be the ability to adapt to the aforementioned operational changes which will determine the degree of accurate, consistent and timely data supplied to enable the development and delivery of policy outcomes for the vocational education and training sector.

The implementation of a single process extraction of data in unit level form based on the AVETMIS standard is recommended (see Recommendation 1.2).

4.2 The Contract of Training Data and the NATMISS Business Model

The development of the contract of training (COT) portion of the NATMISS Business Model has evolved in parallel with this project. What began as a COT "shell" has now developed into a more solid structure.

The current status of the COT component of the Business Model in terms of structure, content and data definition is the outcome of an extensive consultation process with the state and territory training authority (STA) representatives. This information has subsequently been relayed to the NATMISS project team in order to produce a model which supports the present and future needs of the STAs in terms of the following issues:-

- The need for the NATMISS Project Business Model to reflect a transactionally based system in order to store historical records of the transactions which occur during the course of a training contract.
- The ability to cater for the present statistical reporting needs.
- The accommodation of the future output needs of the training authority for reporting purposes.
- The data already collected by the STAs.
- The format of the variables.
- The ability to derive the data elements from present and future databases.
- The exclusion of inappropriate data elements which are not required or not applicable to the contract of training area.

Table 4.2a provides a complete comprehensive list of the glossary of terms which define the AVETMISS attributes that are relevant to the contract of training area. These data form the basis of the information which is required to be collected by the training authorities for the proposed new national data collection process.

This list constitutes a compilation of information relating to 5 specific areas:-

1. Individual apprentice/trainee information (which AVETMISS refers to as a Client).
2. Employer details
3. Event transactions (ie historical information) in relation to the contract of training
4. Contract of training details and
5. Information relating to the STA itself.

Specific data elements in Table 4.2a relate to one of these five areas. AVETMISS refers to these areas as 'entities' which are represented by the following terms:-

1. Client (C)
2. Client Disability (CD)
3. Client Prior Educational Achievement (CP)
4. Employer (E)
5. Contract History (CH)
6. Training Contract (TC)
7. Training Organisation (TO)

The bracketed letters above represent the abbreviations for the entities which are used in Table 4.2a to indicate which data items reside in particular entities.

Table 4.2a: Glossary of terms (as of 1 November 1993)

AVETMISS ATTRIBUTES	FILE NAME	AVETMISS DEFINITIONS
Aboriginal/Torres Strait Islander (Y/N)	C	A flag that indicates whether or not the client has declared him or herself to be of Aboriginal or Torres Strait Islander origin.
Address First Line (Number and Street)	TO	The first line of an address associated with a training organisation (ie. street number and name or the floor and building name).
Address Second Line (Number and Street continued)	TO	The second line of the address of a training organisation (ie. a continuation of the street and building details from Address First Line).
Address Third Line (Suburb or Town)	TO	The third line of the address of a training organisation (ie. the town or suburb name).
Adult and Community Education (Y/N)	C	A flag that indicates whether or not the client has participated in an Adult and Community Education program.
ANZSIC (Industry) Identifier of the employer	E	A code which is used to uniquely identify the ANZSIC category (division and sub-division, class and unit) to which an industry belongs.
ASCO (Occupation Type) Identifier	TC	A code that is used to uniquely identify the ASCO category (major group, minor group, unit group) to which an occupation belongs.
Assistance for Disability	C	A flag to indicate whether or not a client has requested assistance because of a disability.
Client (student) Identifier	C CD CP TC	A code that is used to uniquely identify a client within a training organisation.
Completion Flag (Y/N)	CP	A flag to indicate whether or not a prior educational achievement has been completed.
Contact Name	TO	The name of the person within a training organisation or training provider location who has been nominated as having responsibility for communication regarding AVETMISS.
Contract History Date of Effect	CH	For a Training Contract, the date upon which a change of contract status, employer or training contract identifier came into effect.
Contract Status Date of Effect	TC	The date upon which the current status of a training contract came into effect. If no changes have occurred to the contract, then this date should be the same as commencement date.
Contract Status Identifier	CH TC	A code that is used to uniquely identify the status that a contract may have.
Country (of birth) Identifier	C	A code that is used to uniquely identify the country of birth of a client.
Credit for Prior Training (Y/N)	TC	A flag to indicate whether or not a client involved in a training contract has been granted some credit for prior knowledge or experience.
Date of Birth Date of Birth - Day Date of Birth - Month Date of Birth - Year	C	The date on which a client was born. The day of the month on which a client was born. The month in which a client was born. The year in which a client was born.

Table 4.2a (cont'd): Glossary of terms (as of 1 November 1993)

AVETMISS ATTRIBUTES	FILE NAME	AVETMISS DEFINITIONS
Disability Flag (Y/N)	C	A flag to indicate whether or not a client has a disability.
Disability Type Identifier	CD	A code that is used to uniquely identify the category to which a disability belongs.
Employer Identifier	CH E TC	A code that uniquely identifies an employer who is involved in a training contract.
Employer Legal Name	E	The legal name of an employer identified by an employer identifier.
Employer Postcode	E	The postcode associated with the business address of an employer involved in a training contract.
Employer Size	E	An indication of the size of an employer organisation in terms of the number of people employed.
Employer Trading Name	E	The name under which an employer conducts business.
Employer Type Identifier	E	A code that uniquely identifies the category to which an employer type belongs.
Employment Category Identifier	C	A code that is used to uniquely identify a classification of employment.
Encrypted Identifier	C	A code generated by encrypting the name of a VET client using a non-reversible encryption method.
English Assistance Requested	C	A flag to indicate whether or not a client has requested assistance with English.
Facsimile Number	TO	A number which can be used to contact a training organisation or training provider location via facsimile.
Highest School Level Completed	C	The highest level of secondary school that a client has completed (eg. Year 10, 11, 12).
Language (spoken at home) Identifier	C	A code that is used to uniquely identify a language or language group commonly used by a client at home.
Organisation Role Identifier	TO	A code that is used to uniquely identify a category of role that a training organisation may assume in relation to AVETMISS.
Overseas Full Fee Paying Client (Y/N)	C	A flag to indicate whether or not a client is an overseas resident who has made arrangements to obtain training in Australia through a fully commercial arrangement.
Phone Number	TO	A number which can be used to contact a training organisation.
Postcode	E TO	A code that is determined by Australia Post to identify a defined geographic area (postal district)
Prior Educational Achievement Flag (Y/N)	C	A flag to indicate whether or not a prior educational achievement has been attempted or completed.
Prior Educational Achievement Identifier	CP	A code that uniquely identifies a category of prior educational achievement.
Residential Collector District	C	A code identifying the ABS collector district in which a client normally resides (It applies only to designated remote areas of QLD, NT, WA and NSW where postcodes cover too large an area to be of any use in determining approximate travel distances).
Residential Postcode	C	The postcode of the usual residence of the client.

Table 4.2a (cont'd): Glossary of terms (as of 1 November 1993)

AVETMISS ATTRIBUTES	FILE NAME	AVETMISS DEFINITIONS
Sex	C	The sex of a client.
State Identifier	TO	A code that is used to uniquely identify a major geographic division of Australia.
Training Contract Commencement Date	TC	The date from which a training contract is effective.
Training Contract Completion Date	TC	The date upon which a client completed (or intends to complete) the requirements of a training contract.
Training Contract Identifier	CH TC	A code that is used to uniquely identify a training contract within a training organisation.
Training Organisation Identifier	TO	A code issued by the Managing Agent to uniquely identify a training organisation.
Training Organisation Name	TO	The name used to formally identify a training organisation.
Training Organisation Short Name	TO	A name or acronym commonly used to identify a training organisation.
Workplace Postcode	TC	The postcode associated with the address of the workplace where the trainee or apprentice spends most of his or her work time.
Year Highest School Level Completed	C	The calendar year in which a client completed his or her highest school level.

In sections 4.3 to 4.11 the data items listed in Table 4.2a are divided into their respective entities and presented in a number of tables. The outcome of a comparison of the AVETMISS attributes with the data elements residing in the existing STA statistical systems is detailed extensively in these sections. This comparative analysis by entity is undertaken firstly on a national basis (see Section 4.3) and then proceeded by individual state and territory comparisons (see Section 4.4 to 4.11).

The objective of comparing the data elements residing in the existing STA systems with the relevant AVETMISS attributes is to provide an indication of the:-

- (1) compatibility of the data with the AVETMIS Standard
- (2) data which is currently collected by the STA
- (3) information which can be derived from the system to accommodate the AVETMISS requirements
- (4) data not currently collected by the STA and
- (5) local data values which need to be translated to the national classification standards.

4.3 Australia

This section focuses on a national comparison of the existing data elements in the STA statistical systems with the AVETMISS attributes which are relevant to the contract of training area. These include the Client, Client Disability, Client Prior Educational Achievement, Contract History, Employer, Training Contract and Training Organisation entities. This comparative analysis is illustrated in Tables 4.3a to 4.3k. An indication of the AVETMISS attributes which are currently collected by all the STAs for each entity and those which are not are outlined.

The coding for the symbols in the tables are as follows:-

- ✓ = the STA collects this AVETMISS attribute
- D = the STA can derive this AVETMISS attribute
- X = the STA does not collect this attribute
- X★ = the STA does not collect this attribute but the information is collected for clients only in the TAFE system
- (A) = applies to the apprenticeship statistical system only
- (T) = applies to the traineeship statistical system only
- 94 = the information is included in the 1994 contract of training forms
- NA = not applicable

Client (trainee) data

As illustrated in Table 4.3a all the state and territory training authorities currently collect the following data which correspond to the attributes in the AVETMISS Client entity:-

- ♦ **Client Identifier**
For 5 of the STAs this attribute corresponds to the "training contract" number because there is not a separate identifier for the client. Queensland, South Australia and Western Australia maintain a separate client (person) number from the training contract.
- ♦ **Encrypted Identifier**
All STAs maintain the client's surname in the system. The encryption algorithm is yet to be determined by NATMISS which will be executed by the Training Organisation (ie the State/Territory Training Authority).
- ♦ **Sex**
- ♦ **Date of Birth**
All STAs collect the date of birth of the trainee. The day, month and year of birth AVETMISS attributes can be individually derived from the Date of Birth data element.
- ♦ **Residential Postcode**

Table 4.3a : A national comparison of the AVETMISS Client attributes with the data elements in the STA statistical systems.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	A C T	N S W	N T	Q L D	S A	T A S	V I C	W A
Client (student) Identifier	A code that is used to uniquely identify a client within a training organisation.	✓	✓	✓	✓	✓	✓	✓	✓
Encrypted Identifier	A code generated by encrypting the name of a VET client using a non-reversible encryption method.	✓	✓	✓	✓	✓	✓	✓	✓
Highest School Level Completed	The highest level of secondary school that a client has completed (eg. Year 10, 11, 12).	✓	✓	x	✓	✓	✓	✓	✓
Year Highest School Level Completed	The calendar year in which a client completed his or her highest school level.	x	x	x	✓	x	x	x	✓
Sex	The sex of a client.	✓	✓	✓	✓	✓	✓	✓	✓
Date of Birth	The date on which a client was born.	✓	✓	✓	✓	✓	✓	✓	✓
Date of Birth - Day	The day of the month on which a child was born.								
Date of Birth - Month	The month in which a client was born.								
Date of Birth - Year	The year in which a client was born.								
Residential Postcode	The postcode of the usual residence of the client.	✓	✓	✓	✓	✓	✓	✓	✓
Aboriginal/Torres Strait Islander (Y/N)	A flag that indicates whether or not the client has declared him or herself to be of Aboriginal or Torres Strait Islander origin.	D (7)	x	D	✓ 94	D	D	x	✓
Language (spoken at home) Identifier	A code that is used to uniquely identify a language or language group commonly used by a client at home.	x	✓	✓	✓ 94	x*	x	x	x
Employment Category Identifier	A code that is used to uniquely identify a category of employment.	x	x	x	x	x*	x	x	x
Country (of Birth) Identifier	A code that is used to uniquely identify the country of birth of a client.	x	✓	x	✓ 94	✓	✓	✓	✓
Overseas Full Fee Paying Client (Y/N)	A flag to indicate whether or not a client is an overseas resident who has made arrangements to obtain training in Australia through a fully commercial arrangement.	x	x	x	x	x*	x	x	x
English Assistance Requested (Y/N)	A flag to indicate whether or not a client has requested assistance with English.	x	x	x	D 94	x*	x	x	x
Residential Collector District	A code identifying the ABS collector district in which a client normally resides.	N A	x	x	x	N A	N A	N A	x
Adult and Community Education (Y/N)	A flag that indicates whether or not the client has participated in an Adult and Community Education program.	x	x	x	x	x*	x	x	x
Disability Flag (Y/N)	A flag to indicate whether or not a client has a disability.	x	x	D	✓ 94	D	D	x	✓
Assistance for Disability (Y/N)	A flag to indicate whether or not a client has requested assistance because of a disability.	x	x	x	D 94	x*	x	x	x
Prior Educational Achievement Flag (Y/N)	A flag to indicate whether or not a prior educational achievement has been attempted or completed.	x	x	x	x	x*	x	x	x

Not all the training authorities collect the data corresponding to the following attributes in the AVETMISS Client entity:-

- **Highest School Level Completed**

This data is collected by all the STAs except for the Northern Territory. However the value of this attribute is *not always the highest* school level completed, it is often the level of schooling the apprentice/trainee obtained upon leaving school.

The values of this field are stored as a code in the New South Wales, Queensland, Tasmania and Western Australia databases as indicated in Table 4.3b on the following page. The other states store the data as a number. The coded data elements require conversion to the actual school levels to meet the national standard.

- **Year Highest School Level Completed**

This corresponding data element is not collected by 6 STAs.

- **Aboriginal/Torres Strait Islander flag**

This is collected by one STA (WA) as a flagged indicator. Four STAs can derive this field from their Social Grouping codes where this indicator exists as one of its values as indicated in Table 4.3c. It is not a separate data element. Queensland has included this attribute in their new Training Agreement for 1994. New South Wales and Victoria do not currently collect this information.

- **Language (spoken at home) Identifier**

This field is collected by three STAs. New South Wales currently stores this information in the database. Language identifier is also an attribute in the NORVET system in the Northern Territory and Queensland is collecting this information from 1994 in the revised Training Agreement form. In South Australia this data element is accessible through the Student Management System (SMS) but only for TAFE students. The local language codes need to be translated to the national classifications for this attribute.

- **Employment Category Identifier**

This information is not collected by most of the training authorities. South Australia's Student Management System (ie TAFE) collects labour status information which can be accessed through the COTIS system but this information is only recorded for those clients who attend TAFE.

- **Country (of Birth) Identifier**

Two STAs do not collect country of birth information. The 6 STAs which do store or will collect this data in 1994 need to translate the local codes to the national classifications for this attribute.

- **Overseas Full Fee Paying Client (Y/N)**

This flagged attribute is not collected by the STAs except South Australia where it is usually set to 0 in the COTIS system unless modified by the Student Management System (SMS) through TAFE. However this information is only collected for those clients attending TAFE. This is likely to appear as a blank field in the file.

Table 4.3b: Education codes in the STA statistical systems.

NEW SOUTH WALES	QUEENSLAND	TASMANIA	WESTERN AUSTRALIA
Education 1 = Under Year 9 2 = Year 9 3 = Year 10 4 = Year 11 5 = Year 12 6 = Other 7 = Not stated	Apprenticeships:- 1 = Completion of Grade 8 2 = Completion of Grade 9 3 = Completion of Dental Technician Course 4 = Passed Grade 10 5 = Failed Grade 11 6 = Passed Grade 11 or Failed Grade 12 7 = Passed Grade 12 8 = Ministerial 9 = Other States Traineeships (TS) Entry_code 0 = Not Education level 1 = Completion of Grade 8 2 = Completion of Year 9 4 = Passed Grade 10 5 = Failed Grade 11 6 = Passed Grade 11/Failed Grade 12 7 = Passed Grade 12 8 = Ministerial 9 = Other states 10 = College tested 11 = Awaiting School Certificate 12 = Results not required 13 = Successful completion of apprenticeship/traineeship	1 = Grade 8 2 = Grade 9 3 = Grade 10 (Level 1) 4 = Grade 10 (Level 2 or 3 and/or pre-voc) 5 = Matric 1 6 = Matric 2 7 = Other	Education Certificate Codes A = None B = Achievement Certificate C = Completed Year 11 D = CSE E = TAE F = TAE

Table 4.3c: Social grouping and disability codes in the STA statistical systems

	Social Grouping Codes	Disability Codes
AUSTRALIAN CAPITAL TERRITORY	Disadvantage Code (Only in traineeships) AB = Aboriginal or Torres Strait IM = Immigrant LT = Long term unemployed NA = Not applicable PM = Physical or Mental disability SS = Sole Support Parent YR = Youth at risk	No. An indicator of disability is derived from the list under the social grouping codes.
NEW SOUTH WALES	Not an attribute in the database.	Not an attribute in the database.
NORTHERN TERRITORY	Disadvantage Code AB = Aboriginal or Torres Strait Islander DI = Disability LA = Living away from home NE = Non English speaking culture NW = Over 19 and little work experience PE = Poor education SP = Sole parent SW = State Ward UN = Unemployed for over 6 months	Not an attribute in the database. An indicator of disability is derived from the list above.
QUEENSLAND	Not an attribute in the database.	0 = No disability 1 = Hearing 2 = Vision 3 = Speech 4 = Colour blindness 5 = Handicapped 6 = Language 7 = Learning disability 8 = Epilepsy 9 = Other
SOUTH AUSTRALIA	Special group trainee code2_special group 01 = Aboriginal or Torres Strait Islander 02 = Single supporting parent 03 = Job seeker with disability 04 = Overseas born with language difficulty 05 = Long term unemployed 06 = Other special needs 07 = 19 Year old disadvantaged	Not an attribute in the COTIS database. However disability type is collected in the SMS (TAFE) system but only for those clients attending TAFE. An indicator of disability is derived from the list above.
TASMANIA	A = Sole supporting parent B = Aboriginal C = Overseas born with language or cultural difficulties D = Long term unemployed	0 = No disability 1 = Hearing 2 = Vision 3 = Speech 4 = Colour Blind 5 = Language 6 = Slow learning 7 = Epilepsy 8 = Other Handicap
VICTORIA	Not an attribute in the database.	Not an attribute in the database.
WESTERN AUSTRALIA	There is a Aboriginal indicator in the database.	There is a Disability indicator in the database.

- **English Assistance Requested (Y/N)**

This information is not collected by 7 STAs. Queensland will collect this data in the new Training Agreement from 1994.

- **Residential Collector District**

This attribute is only applicable to remote areas of New South Wales, Northern Territory, Queensland and Western Australia. The training authorities in these state/territories do not currently collect this information.

- **Adult and Community Education (Y/N)**

- **Disability Flag (Y/N)**

- **Assistance for Disability (Y/N)**

This indicator cannot be derived from the current databases in the Australian Capital Territory, New South Wales and Victoria.

- **Prior Educational Achievement Flag (Y/N)**

Summary comments for the AVETMISS Client data:-

1. *All of the STAs currently collect or can derive the information which corresponds to the following AVETMISS attributes:-*

- (1) *Client Identifier*
- (2) *Encrypted Identifier*
- (3) *Sex*
- (4) *Date of Birth and*
- (5) *Residential Postcode.*

2. *The following information is not collected by all the STAs:-*

- (1) *Highest school level completed*
- (2) *Year Highest School Level Completed*
- (3) *Aboriginal/Torres Strait Islander flag*
- (4) *Language (spoken at home) identifier*
- (5) *Employment Category Identifier*
- (6) *Country (of Birth) Identifier*
- (7) *Overseas full fee paying client*
- (8) *English Assistance Requested (Y/N)*
- (9) *Residential Collector District - for some states this is optional*
- (10) *Adult and Community Education (Y/N)*
- (11) *Disability Flag (Y/N)*
- (12) *Assistance for Disability (Y/N)*
- (13) *Prior Educational Achievement Flag (Y/N)*

3. The 'Highest School Level Completed' may not always be the highest nor a completed school level.
4. Four STAs store the school levels as a code. These local values require conversion to actual school levels to meet the national standard.
5. Local values (if collected) which correspond to the following attributes require translation to the national classification standard:-
 - (1) Language (spoken at home)
 - (2) Employment Category
 - (3) Country of Birth and

The collection of the data items specified in comment 2 and the adoption of national classifications as indicated in comment 5 which conform to the AVETMIS standard is recommended (see Recommendation 3.1a).

Table 4.3d: A national comparison of the AVETMISS Client Disability attributes with the data elements in the STA statistical systems.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	A C T	N S W	N T	Q L D	S A	T A S	V I C	W A
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	✓	✓	✓	✓	✓	✓	✓	✓
Disability Type Identifier	A code that is used to uniquely identify the category to which a disability belongs.	x	x	x	✓ (A) D (T) 94	x*	✓	x	x

Client Disability

As illustrated in Table 4.3d all the state and territory training authorities currently collect the following data which corresponds to the attributes in the AVETMISS Client Disability entity:-

- **Client Identifier**

As indicated in the Client (trainee) data, for 5 of the STAs this attribute corresponds to the "training contract" number because there is not a separate identifier for the client.

Not all the STAs collect the data corresponding to the following attributes in the AVETMISS Client Disability entity:-

- **Disability Type Identifier**

The disability variables tend to appear as an indicator of the disadvantage group rather than a type of disability as indicated in Table 4.3c. The Queensland and Tasmania databases store the categories of disability while in South Australia the Student Management System (TAFE) collect the disability type only for the clients who attend TAFE. These local values need to be translated to the national classifications for this attribute.

Summary comment for the AVETMISS Client Disability data:-

1. *All of the STAs currently collect or can derive the Client Identifier which corresponds to the AVETMISS attributes.*
2. *The data elements which correspond to the Disability Type are not collected by all the STAs.*
3. *The local values which correspond to the Disability Type require translation to the national classification standard.*

The collection of the Disability Type data items and the adoption of Disability Type national classifications which conform to the AVETMIS Standard is recommended (see Recommendation 3.1b).

Table 4.3e: A national comparison of the AVETMISS Client Prior Educational Achievement attributes with the data elements in the STA statistical systems.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	A C T	N S W	N T	Q L D	S A	T A S	V I C	W A
Client identifier	A code that is used to uniquely identify a client within a training organisation.	✓	✓	✓	✓	✓	✓	✓	✓
Prior Educational Achievement Identifier	A code that uniquely identifies a category of prior educational achievement.	x	x	x	x	x*	x	x	x
Completion Flag (Y/N)	A flag to indicate whether or not a prior educational achievement has been completed.	x	x	x	x	x*	x	x	x

Client Prior Educational Achievement

As illustrated in Table 4.3e all the state and territory training authorities currently collect the following data which corresponds to the attributes in the AVETMISS Client Prior Educational Achievement entity:-

- **Client Identifier**

As indicated in the Client (trainee) data, for 5 of the STAs this attribute corresponds to the "training contract" number because there is not a separate identifier for the client.

Not all the STAs collect the data corresponding to the following attributes in the AVETMISS Client Prior Educational Achievement entity:-

- **Prior Educational Achievement Identifier**

- **Completion Flag (Y/N)**

Summary comment for the AVETMISS Client Prior Educational Achievement data:-

1. *All of the STAs currently collect or can derive the Client Identifier which corresponds to the AVETMISS attributes.*
2. *The data elements which correspond to the Prior Educational Achievement and Completion Flag are not collected by all the STAs.*
3. *The collection of data elements which correspond to the Prior Educational Achievement attribute require translation to the national classification standard.*

The collection of Client Prior Educational Achievement and Completion flag data items and the adoption of Client Prior Educational Achievement national classifications which conform to the AVETMIS standard is recommended (see Recommendation 3.1c).

Table 4.3f: A national comparison of the AVETMISS Contract History attributes with the data elements in the STA statistical systems.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	A C T	N S W	N T	Q L D	S A	T A S	V I C	W A
Training Contract Identifier	A code that is used to uniquely identify a training contract within a training organisation.	✓	✓	✓	✓	✓	✓	✓	✓
Contract History Date of Effect	For a Training Contract, the date upon which a change of contract status, employer or training contract identifier came into effect.	✓	✓	✓	✓	✓	✓	✓	✓
Contract Status Identifier	A code that is used to uniquely identify the status that a contract may have.	✓	✓	✓	✓	✓	✓	✓	✓
Employer Identifier	A code that uniquely identifies an employer who is involved in a training contract.	✓	✓	✓	✓	✓	✓	✓	✓
Training Contract Identifier (previous)	A code that is used to uniquely identify a training contract within a training organisation.	N A	N A	N A	✓	N A	✓	N A	N A

Contract History data

As indicated in Table 4.3f nationally all the information for the Contract History entity is currently collected by the training authorities which correspond to the AVETMISS attributes.

- **Training Contract Identifier**

The local data elements which correspond with this AVETMISS attribute are maintained throughout the training contract in 6 STA systems. Queensland and Tasmania assign a new contract number after cancellation and recommencement of a contract.

The Australian Capital Territory, Northern Territory and Western Australia also store Contract Identifications or Reference Numbers which change sequentially after a change in status (eg cancellation).

- **Contract History Date of Effect**

- **Contract Status Identifier**

This information is collected in many different forms. The local values require translation to the national classifications for this attribute.

- **Employer Identifier**

Not all the STAs collect the data corresponding to the following attribute in the AVETMISS Contract History entity:-

- **Training Contract Identifier (of previous contract)**

This attribute is not applicable to many of the STAs because this number is maintained throughout the contract of training regardless of the transactions which occur. The Queensland and Tasmanian systems assign a new number to the contract in the event of a change of status (eg cancellations/recommencements). The storage of a previous registration number permits the tracking of a training contract.

Summary Comment for the AVETMISS Contract History entity:-

1. *All the STAs collect the data which corresponds to the Contract History information. The Training Contract Identifier (of the previous contract) is not an essential element of the system. It is optional.*
2. *The local values which correspond to the Contract Status require translation to the national classifications.*

The adoption/translation to the Contract Status national classifications which conform to the AVETMIS Standard is recommended (see Recommendation 3.1d).

Table 4.3g: A national comparison of the AVETMISS Employer attributes with the data elements in the STA statistical systems.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	A C T	N S W	N T	Q L D	S A	T A S	V I C	W A
Employer Identifier	A code that uniquely identifies an employer who is involved in a training contract.	✓	✓	✓	✓	✓	✓	✓	✓
Employer Postcode	A postcode associated with the business address of an employer involved in a training contract.	✓	✓	✓	✓	✓	✓	✓	✓
Employer Legal Name	The legal name of an employer identified by an employer identifier.	✓	✓	✓	✓	✓	✓	✓	✓
Employer Trading Name	The name under which an employer conducts business.	✓	✓	✓	✓	✓	✓	✓	✓
Employer Size (number of employees)	An indication of the size of an employer organisation in terms of the number of people employed.	✓ (T)	✓	✓	✓ (A) (T) 94	✓	✓	x	✓
Employer Type Identifier	A code that uniquely identifies the category to which an employer type belongs.	✓	✓	✓	✓ (A)	✓	✓	✓	✓
ANZSIC (Industry) Identifier (of the employer)	A code which is used to uniquely identify the ANZSIC category (division, sub-division, class and unit) to which an industry belongs.	✓ (A)	x	✓	✓ (A) (T) 94	✓	✓	x	✓

Employer data

As illustrated in Table 4.3g, all the STAs currently collect the following information which corresponds to the AVETMISS attributes for the Employer entity:-

- **Employer Identifier**

This attribute may also require a depot/location number of the employer in order to provide a unique identifier.

- **Employer Postcode**

- **Employer Legal Name**

- **Employer Trading Name**

Not all the STAs collect the data corresponding to the following attributes in the AVETMISS Employer entity:-

- **Employer Size**

As indicated in Table 4.3h, three training authorities store this information as a range code rather than the actual number of employees. It may be necessary to collect the actual number rather than store this variable in a range format.

- **Employer Type Identifier**

The local values for Employer Type require translation to the national classifications for this attribute. This data is not collected in the traineeship database in Queensland.

- **ANZSIC (industry) Identifier of the employer**

The industry code collected by all STAs is currently in an ASIC format. These codes require translation to the ANZSIC standard.

Summary comment for the AVETMISS Employer entity:-

1. *All the STAs collect the following information which correspond to the AVETMISS Employer attributes:-*

- (1) *Employer Identifier*
- (2) *Employer Postcode*
- (3) *Employer Legal Name*
- (4) *Employer Trading Name*

2. *The STAs do not all collect the information which corresponds to the following AVETMISS Employer attributes:-*

- (1) *Employer Size (number of employees)*
- (2) *Employer Type*
- (3) *ANZSIC (industry) Identifier of the employer*

Table 4.3h: Employer size codes in the STA statistical systems.

STATE/TERRITORY	DATA ELEMENT	EMPLOYER SIZE CODES
AUSTRALIAN CAPITAL TERRITORY	Employee Range Code	01 = Under 5 02 = 5 to 9 03 = 10 to 19 04 = 20 to 49 05 = 50 to 99 06 = 100 to 199 07 = 200 to 499 08 = 500 to 999 09 = 1000 and over 10 = Group apprentice scheme
NEW SOUTH WALES	APS_RANGE	Range < 10 0 = Not stated 1 = 1-4 2 = 5-9 3 = 10-19 4 = 20-49 5 = 50-99 6 = 100-199 7 = 200-499 8 = 500-999 9 = 1000 or more
NORTHERN TERRITORY	APS_RANGE	Range < 10 0 = Not stated 1 = 1-4 2 = 5-9 3 = 10-19 4 = 20-49 5 = 50-99 6 = 100-199 7 = 200-499 8 = 500-999 9 = 1000 or more
QUEENSLAND	nr_emp	This data indicates the number of employees.
SOUTH AUSTRALIA	int4_empsize	Indicates the total figure of the number of employees.
TASMANIA	Total No of employees	This provides a figure indicating the total number of employees.
VICTORIA	This is not an attribute in the database.	-
WESTERN AUSTRALIA	Workforce	This provides an indication of the total number of employees.

3. *The local values for the following attributes require translation to the National classifications:-*
 - (1) *Employer Type*
 - (2) *ASIC (to ANZSIC)*
4. *The Employer Size needs to be collected as a number rather than a range to meet the National standard.*

The collection of the Employer Size, Employer Type and ANZSIC Identifier of the employer data items and the adoption of Employer Type and ANZSIC national classifications which conform to the AVETMIS Standard is recommended (see Recommendation 3.1e).

Table 4.3I: A national comparison of the AVETMISS Training Contract attributes with the data elements in the STA statistical systems.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	A C T	N S W	N T	Q L D	S A	T A S	V I C	W A
Training Contract Identifier	A code that is used to uniquely identify a training contract within a training organisation.	✓	✓	✓	✓	✓	✓	✓	✓
Client (student) Identifier	A code that is used to uniquely identify a client within a training organisation.	✓	✓	✓	✓	✓	✓	✓	✓
ASCO (occupation type) Identifier	A code that is used to uniquely identify the ASCO category (major group, minor group, unit group) to which an occupation belongs.	(A)	x	✓	(A) (T) 94	✓	✓	(A)	✓
Workplace Postcode	The postcode associated with the address of the workplace where the trainee or apprentice spends most of his or her work time.	✓	✓	✓	✓	✓	✓	✓	✓
Credit for Prior Training (Y/N)	A flag to indicate whether or not a client involved in a training contract has been granted some credit for prior knowledge or experience.	D	D	D	D (A) (T) D 94	D	D	D	D
Contract Status Date of Effect	The date upon which the current status of a training contract came into effect.	✓	✓	✓	✓	✓	✓	✓	✓
Contract Status Identifier (current)	A code that is used to uniquely identify the status that a contract may have.	✓	✓	✓	✓	✓	✓	✓	✓
Employer Identifier (current)	A code that uniquely identifies an employer who is involved in a training contract.	✓	✓	✓	✓	✓	✓	✓	✓
Training Contract Commencement Date	The date from which a training contract is effective.	✓	✓	✓	✓	✓	✓	✓	✓
Training Contract Completion Date	The date upon which a client completed (or intends to complete) the requirements of a training contract.	D	✓	✓	✓	✓	D	✓	D

Training Contract data

As indicated in Table 4.3i, all the STAs currently collect (or can derive) the following information which corresponds to the AVETMISS attributes for the Training Contract entity:-

- **Training Contract Identifier**

For 2 training authorities (Queensland, Tasmania) the identifier is not maintained throughout the training contract in the event of a status change. For example a cancellation and subsequent a recommencement of the training contract will result in the assignment of a different number to the contract. Other states and territories maintain a sequential number (i.e. contract identification number or reference number) which is incremented when a change in transaction occurs.

Table 4.3j indicates the variation in the maintenance of the training contract number. The majority of the training authorities retain the same identification number throughout the training contract. For those training authorities which do not a previous registration number is also stored in the database.

The following information provides an indication of how a local data element might correspond to the AVETMISS Training Contract identifier:-

- (1) The Australian Capital Territory to use the File/Trainee number not the contract number. The contract number is a sequential number which corresponds to the number of transactions which occur.
- (2) New South Wales, Queensland, South Australia, Tasmania and Victoria to use the registration numbers.
- (3) The Northern Territory to use the Person file number rather than the Contract/participation identifier as this provides an indication of the number of sequential transactions.
- (4) Western Australia to use the <person-number> <contract type> as the training contract number. This excludes the reference number which corresponds to the transactions.

- **Client Identifier**

For 5 of the STAs this attribute corresponds to the "training contract" number because there is not a separate identifier for the client. Queensland, South Australia and Western Australia maintain a separate client (person) number from the training contract.

- **Workplace Postcode**

- **Credit for Prior Training (Y/N)**

This is not an attribute in the statistical systems but this flag can be derived from other variables which represent a type of credit indicator.

- **Contract Status Date of Effect**

Table 4.3j: Maintenance of the training contract number.

STATE/TERRITORY	Is the training contract number maintained?	COMMENT
Australian Capital Territory	Yes	The apprentice/trainee file number is maintained throughout the training contract. A contract number is incremented upon the occurrence of a status change (eg. cancellation, recommencement).
New South Wales	Yes	The registration number is maintained throughout the apprenticeship/traineeship except in 2 situations:- (1) the apprentice/trainee changes vocation or (2) there is a long break in the training contract (ie more than 5 years)
Northern Territory	Yes	A person file number is maintained throughout the contract and a participation/contract id number changes sequentially upon the occurrence of a status change (e.g. cancellation, recommencement)
Queensland	No	An indenture number is system generated. If an employer cancels the apprenticeship (eg no work for the apprentice) and the apprentice commences with another employer a new indenture number is created (by the system). The previous registration number is stored in the system. However the pers_id (ie the individual identifier) or id_code (for traineeships) is accessible in the database and maintained throughout the changes in transactions.
South Australia	Yes	The same trainee number is maintained regardless of the events which ensue. If the apprentice "leaves" the apprenticeship and returns "later" the database is searched for a trainee record. If this does not exist a new training contract is created.
Tasmania	No	A File/Reg No is not maintained throughout the training contract if the contract is cancelled and subsequently recommenced. In the event of this occurrence a new File/Reg No is assigned to the contract. There is no individual person identification number.
Victoria	Yes	For ATS and Apprenticeship contracts the registration number is retained throughout the training contract.
Western Australia	Yes/No	The indenture number remains the same regardless of the events (eg cancellation). However the reference number changes with each transaction. The apprenticeship number consists of three components <person number> <contract type> <Reference number>. The person number and contract type (ie A = Apprenticeship and T = Traineeship) remain constant but the reference number changes with each transaction.

- **Contract Status Identifier (current)**

There is substantial variation in this data item across the training authorities. The local values require translation to the national classifications for this attribute.

- **Employer Identifier (current)**

- **Training Contract Commencement Date**

- **Training Contract Completion Date**

Not all the STAs collect data corresponding to the following attributes in the AVETMISS Training Contract entity:-

- **ASCO (occupation Type) Identifier**

The use of ASCO varies across the states and territories. Western Australia only collects the trade categories. New South Wales does not collect ASCO.

Summary comments for the AVETMISS Training Contract entity:-

1. *All the STAs currently collect or can derive the following information which correspond to the AVETMISS attributes for the Training Contract entity:-*

- (1) *Training Contract Identifier*
- (2) *Client Identifier*
- (3) *Workplace Postcode*
- (4) *Credit for Prior Training*
- (5) *Contract Status Date of Effect*
- (6) *Contract Status Identifier (current)*
- (7) *Employer Identifier (current)*
- (8) *Training Contract Commencement Date*
- (9) *Training Contract Completion Date*

2. *The STAs do not all collect the ASCO (occupation) identifier.*

The collection of the an ASCO data item which conforms to the AVETMIS Standard is recommended (see recommendation 3.1f).

3. *The local values which correspond to the Contract Status attribute require translation to the national classifications.*

The adoption of the national classifications for the Contract Status which conform to the AVETMIS Standard is recommended (see recommendation 3.1f).

4. *The use of ASCO varies. A review of the use of ASCO in the process of coding the training contract in order to ensure a consistency of practice at the national level is recommended (see recommendation 1.7).*

Table 4.3k: The AVETMISS Training Organisation entity and its attributes.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS
Training Organisation Identifier	A code issued by the Managing Agent to uniquely identify a training organisation.
Training Organisation Name	The name used to formally identify a training organisation.
Training Organisation Short Name	A name or acronym commonly used to identify a training organisation.
Address First Line (Number and Street)	The first line of an address associated with a training organisation.
Address Second Line (Number and Street continued)	The second line of the address of a training organisation.
Address Third Line (Suburb or Town)	The third line of the address of a training organisation.
Postcode	A code that is determined by Australia Post to identify a defined geographic area (postal district).
State Identifier	A code that is used to uniquely identify a major geographic division of Australia.
Organisation Role Identifier	A code that is used to uniquely identify a category of role that a training organisation may assume in relation to AVETMISS.
Contact Name	The name of the person within a training organisation or training provider location who has been nominated as having responsibility for communication regarding AVETMISS.
Phone Number	A number which can be used to contact a training organisation.
Facsimile number	A number which can be used to contact a training organisation or training provider location via facsimile.

5. *Not all training authorities retain the same training contract number throughout the contract of training. However the practice of retaining one number has its advantages:-*

(1) it prevents a double counting of apprentices/trainees (ie reduces duplications)

(2) enables easier tracking of an apprentice/trainee and

(3) it is easier for TAFE to store the number because of its consistency during the contract.

The adoption of a unique client identifier to enable the tracking of an individual apprentice/trainee is recommended (see recommendation 1.6).

Training Organisation data

Table 4.3k lists the AVETMISS attributes and the corresponding definitions in relation to the Training Organisation entity. In the context of the contract of training these attributes correspond to information about the State/Territory training authority itself. Therefore all the following data items would be available nationally from the STAs:-

- **Training Organisation Identifier**

This attribute is assigned by the managing agent.

- **Training Organisation Name**

- **Training Organisation Short Name**

- **Address**

- **Postcode**

- **State Identifier**

- **Organisation Role Identifier**

- **Contact Name**

- **Facsimile Number**

- **Phone number**

Since this entity applies to all the States and Territories and corresponds to the details of the training authority itself, this information will not be replicated for the State and Territory comparative analysis with AVETMISS.

The STA statistical systems and AVETMISS

Sections 4.4 to 4.11 provide a comprehensive comparison of the data elements in the individual state and territory training authorities statistical systems with the AVETMISS attributes. This information corresponds to the client, client disability, client prior educational achievement, contract history, employer and training contract entities. The attributes in the Training organisation entity will not be presented as this information relates to details concerning the training authority itself which would be readily available.

4.4 Australian Capital Territory

This section provides a comparative analysis of the data elements contained in the Australian Capital Territory apprenticeship (APP/QAS) and traineeship (ATS) statistical systems with the AVETMIS Standard. These comparisons are illustrated in Tables 4.4a to 4.4f.

Client (trainee) data

As illustrated in Table 4.4a the training authority currently collects the following data which correspond to the attributes in the AVETMISS Client entity:-

- **Client Identifier**
The file number/trainee number is retained throughout the training contract.
- **Encrypted Identifier**
The databases store the surname of the client but the encryption algorithm is yet to be determined by NATMISS.
- **Highest School Level Completed**
- **Sex**
- **Date of birth**
- **Residential postcode**
- **Aboriginal/Torres Strait Islander (Y/N)** (traineeship only)
For the traineeship system, this flag can be derived from the Disadvantage codes which includes this status as an indicator in the system.
- **Disability Flag** (traineeship only)
This indicator can be derived from the disadvantage code = PM (ie Physical or Mental disability).

Table 4.4a: A comparison of the AVETMISS Client attributes with the data elements in the Australian Capital Territory APP/QAS and ATS statistical systems.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	APPRENTICESHIP (APP/QAS)	TRAINEESHIPS (ATS)
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	(apersondb) File Number (A8)	(tpersondb) (A10) Trainee Number
Encrypted Identifier	A code generated by encrypting the name of a VET client using a non-reversible encryption method.	(apersondb) Surname (A14)	(tpersondb) Surname (A14)
Highest School Level Completed	The highest year of secondary school that a client has completed (eg. Year 10, 11, 12).	(apersondb) School Level (A2)	(tpersondb) School Level (A2)
Year Highest School Level Completed	The calendar year in which a client completed his or her highest year in school.	No	No
Sex	The sex of a client.	(apersondb) Sex (A1)	(tpersondb) Sex (A1)
Date of Birth - Day - Month - Year	The date on which a client was born. The day of the month on which a client was born. The month in which a client was born. The year in which a client was born.	(apersondb) DOB	(tpersondb) DOB
Residential postcode	The postcode of the usual residence of the client.	(apersondb) (A4) Residential postcode	(tpersondb) Post code (A4)
Aboriginal/Torres Strait Islander (Y/N)	A flag that indicates whether or not the client has declared him or herself to be of Aboriginal or Torres Strait Islander origin.	No	(tpersondb) Disadvantage code = 'AB' (A2)
Language (spoken at home) Identifier	A code that is used to uniquely identify a language or language group commonly used by a client at home.	No	No
Employment Category Identifier	A code that is used to uniquely identify a category of employment.	No	No
Country (of Birth) Identifier	A code that is used to uniquely identify the country of birth of a client.	No	No
Overseas Full Fee Paying Client (Y/N)	A flag to indicate whether or not a client is an overseas resident who has made arrangements to obtain training in Australia through a fully commercial arrangement.	No	No
English Assistance Requested (Y/N)	A flag to indicate whether or not a client is an overseas resident who has made arrangements to obtain training in Australia through a fully commercial arrangement.	No	No
Residential Collector District	A code identifying the ABS collector district in which a client normally resides.	Not applicable.	Not applicable.
Adult and Community Education (Y/N)	A flag that indicates whether or not the client has participated in an Adult and Community Education program.	No	No
Disability Flag (Y/N)	A flag to indicate whether or not a client has a disability.	No	Derived from the disadvantage code = 'PM'
Assistance for Disability (Y/N)	A flag to indicate whether or not a client has requested assistance because of a disability.	No	No
Prior Educational Achievement Flag (Y/N)	A flag to indicate whether or not a prior educational achievement has been attempted or completed.	No	No

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The following data items are not collected by the training authority which correspond to the AVETMISS Client entity:-

- **Year Highest School Level Completed**
- **Aboriginal/Torres Strait Islander (Y/N)** (apprenticeship only)
- **Language (spoken at home) Identifier**
- **Employment Category Identifier**
- **Country (of Birth) Identifier**
- **Overseas Full Fee Paying Client (Y/N)**
- **English Assistance Requested (Y/N)**
- **Residential Collector District**
This attribute is optional for the AVETMISS requirements. It is not applicable to the ACT Vocational Training Authority.
- **Adult and Community Education (Y/N)**
- **Disability Flag** (apprenticeship only)
- **Assistance for Disability (Y/N)**
- **Prior Educational Achievement Flag (Y/N)**

Table 4.4b: A comparison of the AVETMISS Client Disability attributes with the data elements in the Australian Capital Territory APP/QAS and ATS statistical systems.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	ACT APPRENTICESHIP (APP/QAS)	ACT TRAINEESHIPS (ATS)
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	(apersondb) File Number (A8)	(tpersondb) Trainee Number (A10)
Disability Type Identifier	A code that is used to uniquely identify the category to which a disability belongs.	No	No

Table 4.4c: A comparison of the AVETMISS Client Prior Educational Achievement attributes with the data elements in the Australian Capital Territory APP/QAS and ATS statistical systems.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	ACT APPRENTICESHIP (APP/QAS)	ACT TRAINEESHIPS (ATS)
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	(apersondb) File Number (A8)	(tpersondb) Trainee Number (A10)
Prior Educational Achievement Identifier	A code that uniquely identifies a category of prior educational achievement.	No	No
Completion Flag (Y/N)	A flag to indicate whether or not a prior educational achievement has been completed.	No	No

Client Disability

As illustrated in Table 4.4b the training authority currently collects the following data which correspond to the attributes in the AVETMISS Client Disability entity:-

- **Client Identifier**

The following data items are not collected by the training authority which correspond to the AVETMISS Client Disability entity:-

- **Disability Type Identifier**

The traineeship database stores a disability indicator which resides in the disadvantage codes (= PM ie "Physical or mental disability") but the category of disability is not collected. There is no indicator for the apprenticeship system.

Client Prior Educational Achievement

As illustrated in Table 4.4c the training authority currently collects the following data which correspond to the attributes in the AVETMISS Client Prior Educational Achievement entity:-

- **Client Identifier**

The following data items are not collected by the training authority which correspond to the AVETMISS Client Prior Educational Achievement entity:-

- **Prior Educational Achievement Identifier**

- **Completion Flag (Y/N)**

Table 4.4d: A comparison of the AVETMISS Contract History attributes with the data elements in the Australian Capital Territory APP/QAS and ATS statistical systems.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	ACT APPRENTICESHIP (APP/QAS)	ACT TRAINEESHIPS (ATS)
Training Contract Identifier	A number or code that is used to uniquely identify a training contract within one provider	File number (A8)/Contract Number	Trainee number (A10)/Contract number
Contract History Date of Effect	For a Training Contract, the date upon which a change of contract status, employer or training contract identifier came into effect.	Open status date Close status date	Open status date Close status date
Contract Status Identifier	A code that is used to uniquely identify the status that a contract may have.	Open status - status of apprentice when this contract was opened (A3)/ Close status - status of apprentice when this contract was terminated (A3)	Open status (A3) Close status (A3)
Employer Identifier	A code that uniquely identifies an employer who is involved in a training contract.	Employer code (A8)	Employer code (A8)
Training Contract Identifier (previous)	A code that is used to uniquely identify a training contract within a training organisation.	Not applicable.	Not applicable.

Contract History data

As indicated in Table 4.4d the training authority currently collects the following data which corresponds to the AVETMISS Contract History attributes:-

- **Training Contract Identifier**

For the purposes of AVETMISS this attribute corresponds to the File Number/Trainee Number which also acts as the client identifier rather than the sequential contract number which is incremented with contract status changes (eg cancellation/recommencement).

- **Contract History Date of Effect**

- **Contract Status Identifier**

The contract status exists as a two dimensional variable in the databases. This corresponds to a status when the contract is opened (open status) and a status when the training contract is terminated (close status). These local values require translation to the National classifications for this attribute.

- **Employer Identifier**

The training authority does not currently collect the following data items which correspond to the AVETMISS Training Contract entity:-

- **Training Contract Identifier (of previous contract)**

This is not applicable to the ACT because the file/trainee number is maintained during the training contract.

The training authority currently collects all the corresponding information for the Contract History to meet the AVETMISS requirements. The Training Contract Identifier for previous contracts is an optional field in the Contract History file and is not applicable to the Australian Capital Territory.

Table 4.4e: A comparison of the AVETMISS Employer attributes with the data elements in the Australian Capital Territory APP/QAS and ATS statistical systems.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	ACT APPRENTICESHIP (APP/QAS)	ACT TRAINEESHIPS (ATS)
Employer Identifier	A code that uniquely identifies an employer who is involved in a training contract.	Employer code (A8)	Employer code (A8)
Employer Postcode	A postcode associated with the business address of an employer involved in a training contract.	Business Postcode (A4) Employer Postcode	Business postcode (A4)
Employer Legal Name	The legal name of an employer identified by an employer identifier.	Legal Employer (A30)	Legal employer
Employer Trading Name	The name under which an employer conducts business.	Trading Name (A30) if different to Legal Name	Trading name (A30) if different to Legal Name
Employer Size (number of employees)	An indication of the size of an employer organisation in terms of the number of people employed.	No	Total number of employees
Employer Type Identifier	A code that uniquely identifies the category to which an employer type belongs.	Employer type (A1)	Employer type (A1)
ANZSIC (industry) Identifier (of the employer)	A code which is used to uniquely identify the ANZSIC category (division, sub-division, class and unit) to which an industry belongs.	Industry code (A4)	No

Employer data

As indicated in Table 4.4e, the training authority currently collects the following data which corresponds to the AVETMISS Employer History attributes:-

- **Employer Identifier**
- **Employer Postcode**
- **Employer Legal Name**
- **Employer Trading Name**
- **Employer Size** (traineeship only)
- **Employer Type Identifier**
The local values for the Employer Type require translation to the National classifications for this attribute.
- **ANZSIC (Industry) Identifier of the employer** (apprenticeship only).
The apprenticeship database contains ASIC codes. These codes require translation to the ANZSIC standard.

The training authority does not currently collect the following data items which correspond to the AVETMISS Employer entity:-

- **Employer Size** (apprenticeship only)
The apprenticeship system collects the number of tradespersons presently employed in the trade which is stored in a range code not the total number of employees.
- **ANZSIC (Industry) Identifier of the employer** (traineeships only)

Table 4.4f: A comparison of the AVETMISS Training Contract attributes with the data elements in the Australian Capital Territory APP/QAS and ATS statistical systems.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	ACT APPRENTICESHIP (APP/QAS)	ACT TRAINEESHIPS (ATS)
Training Contract Identifier	A code that is used to uniquely identify a training contract within a training organisation.	File number / contract number	Trainee file number (A10) Contract number
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	File number	Trainee file number
ASCO (occupation) Type Identifier	A code that is used to uniquely identify the ASCO category (major group, minor group, unit group) to which an occupation belongs.	ASCO	No
Workplace Postcode	The postcode associated with the address of the workplace where the trainee or apprentice spends most of his or her work time.	Business postcode	Business postcode
Credit for Prior Training (Y/N)	A flag to identify those training contracts where the client has been granted some credit for prior knowledge or experience (Y/N).	Can be derived from the Approved Credit 1-3	Can be derived from the Approved Credit 1-3
Contract Status Date of Effect	The date upon which the current status of a training contract came into effect.	Open status date Close status date	Open status date Close status date
Contract Status Identifier (current)	A code that is used to uniquely identify the status that a contract may have.	Open status Close status	Open status Close status
Employer Identifier (current)	A code that uniquely identifies an employer who is involved in a training contract.	Employer code (A8)	Employer code (A8)
Training Contract Commencement Date	The date from which a training contract is effective.	Apprenticeship start date Open status = NEW	Traineeship start date Open status = NEW
Training Contract Completion Date	The date upon which a client completed (or intends to complete) the requirements of a training contract.	(acontradb) Due to Complete Close status date (Close Status = 'Completed')	(acontradb) Due to Complete Close status date (Close status = 'Completed')

Training contract data

As indicated in Table 4.4f, the training authority currently collects the following data which corresponds to the AVETMISS Training Contract attributes:-

- **Training Contract Identifier**

For the purposes of AVETMISS this attribute corresponds to the File Number/Trainee Number which also acts as the client identifier rather than the sequential contract number which is incremented with contract status changes (e.g. cancellation or recommencement).

- **Client Identifier**

The file/trainee number also acts as the client identifier for the purposes of AVETMISS because the database does not contain a separate "person" number.

- **ASCO (occupation) Type Identifier** (apprenticeships only)

- **Workplace Postcode**

- **Credit for Prior Training (Y/N)**

Although not an indicator in the system this flag can be derived from an entry in the "Approved credit 1" field which indicates that credit for prior training has been sought and approved.

- **Contract Status Date of Effect**

- **Contract Status Identifier (current)**

The local values which correspond to the contract status type require translation to the National classifications.

- **Employer Identifier (current)**

- **Training Contract Commencement Date**

- **Training Contract Completion Date**

APPQAS stores a "Due to Complete" date which indicates the date the trainee is due to complete their apprenticeship/traineeship. The actual completion date can be derived from the Close Status date when the Close Status = 'Completed'.

The training authority does not currently collect the following data items which correspond to the AVETMISS Training Contract entity:-

- **ASCO (occupation) Type Identifier for the client** (traineeships only)

4.5 New South Wales

This section provides a comparative analysis of the data elements contained in the New South Wales APSATS system with the AVETMIS standard. These comparisons are illustrated in Tables 4.5a to 4.5f.

Client (trainee) data

As illustrated in Table 4.5a the training authority in New South Wales currently collects the following data which correspond to the attributes in the AVETMISS Client entity:-

- ♦ **Client Identifier**

New South Wales does not store a separate identification number for an apprentice/trainee. For the purposes of AVETMISS this is the same number as the apprentice/trainee registration number which is retained throughout the training contract.

- ♦ **Encrypted Identifier**

The APSATS database stores the surname of the apprentice/trainee but the encryption algorithm is yet to be determined by NATMISS.

- ♦ **Highest School Level Completed**

The data element which corresponds closest to this AVETMISS attribute (*apr_education_level*) may *not* always represent *the highest* school level completed. The data values of this element are represented by codes. The local classifications for this attribute require conversion to the actual school level to meet the national standard.

- ♦ **Sex**

- ♦ **Date of Birth**

- ♦ **Residential Postcode**

- ♦ **Language (spoken at home) Identifier**

The local values for the language data element require translation to the National language classifications for this attribute.

- ♦ **Country (of Birth) Identifier**

The local values for the country of birth data element require translation to the National classifications for this attribute.

Table 4.5a: A comparison of the AVETMISS Client attributes with the data elements in the New South Wales APSATS statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	NEW SOUTH WALES (APSATS)
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	Apr_reg_no (7)
Encrypted Identifier	A code generated by encrypting the name of a VET client using a non-reversible encryption method.	Apr_surname (char 40)
Highest School Level Completed	The highest level of secondary school that a client has completed (eg. Year 10, 11, 12).	Apr_education_level (1)
Year Highest School Level Completed	The calendar year in which a client completed his or her highest year in school.	No
Sex	The sex of a client.	Apr_sex (1)
Date of Birth - Day - Month - Year	The calendar date that the client was born. The day of the month on which a client was born. The month in which a client was born. The year in which a client was born.	Apr_date_of_birth
Residential postcode	The postcode of the usual residence of the client.	Apr_postcode (4)
Aboriginal/Torres Strait Islander (Y/N)	A flag that indicates whether or not the client has declared him or herself to be of Aboriginal or Torres Strait Islander origin.	No
Language (spoken at home) Identifier	A code that is used to uniquely identify a language or language group commonly used by a client at home.	Apr_language (2)
Employment Category Identifier	A code that is used to uniquely identify a category of employment.	No
Country (of Birth) Identifier	A code that is used to uniquely identify the country of birth of a client.	Apr_country (char 2)
Overseas Full Fee Paying Client (Y/N)	A flag to indicate whether or not the client is an overseas resident who has made arrangements to obtain training in Australia through a fully commercial arrangement.	No
English Assistance Required (Y/N)	A flag to indicate whether or not a client has requested assistance with English.	No
Residential Collector District	A code identifying the ABS collector district in which a client normally resides.	No
Adult and Community Education (Y/N)	A flag that indicates whether or not the client has participated in an Adult and Community Education program.	No
Disability Flag (Y/N)	A flag to indicate whether or not a client has a disability.	No
Assistance for Disability (Y/N)	A flag to indicate whether or not a client has requested assistance because of a disability.	No
Prior Educational Achievement Flag (Y/N)	A flag to indicate whether or not a prior educational achievement has been attempted or completed.	No

The following data items are not collected by the training authority which correspond to the AVETMISS Client entity:-

- **Year Highest School Level Completed**
- **Aboriginal/Torres Strait Islander (Y/N)**
- **Employment Category Identifier**
- **Overseas Full Fee Paying Client (Y/N)**
- **English Assistance Required (Y/N)**
- **Residential Collector District**
- **Adult and Community Education (Y/N)**
- **Disability flag (Y/N)**
- **Assistance for Disability (Y/N)**
- **Prior Educational Achievement Flag (Y/N)**

Table 4.5b: A comparison of the AVETMISS Client Disability attributes with the data elements in the New South Wales APSATS statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	NEW SOUTH WALES (APSATS)
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	Apr_reg_no (7)
Disability Type Identifier	A code that is used to uniquely identify the category to which a disability belongs.	No

Table 4.5c: A comparison of the AVETMISS Client Prior Educational Achievement attributes with the data elements in the New South Wales APSATS statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	NEW SOUTH WALES (APSATS)
Client identifier	A code that is used to uniquely identify a client within a training organisation.	Apr_reg_no (7)
Prior Educational Achievement Identifier	A code that uniquely identifies a category of prior educational achievement.	No
Completion Flag (Y/N)	A flag to indicate whether or not a prior educational achievement has been completed.	No

Client Disability

As illustrated in Table 4.5b the training authority in New South Wales currently collects the following data which correspond to the attributes in the AVETMISS Client Disability entity:-

- **Client Identifier**

The following data items are not collected by the training authority which correspond to the AVETMISS Client Disability entity:-

- **Disability Type Identifier**

Client Prior Educational Achievement

As illustrated in Table 4.5c the training authority in New South Wales currently collects the following data which correspond to the attributes in the AVETMISS Client Prior Educational Achievement entity:-

- **Client Identifier**

The following data items are not collected by the training authority which correspond to the AVETMISS Client Prior Educational Achievement entity:-

- **Prior Educational Achievement Identifier**
- **Completion Flag (Y/N)**

Table 4.5d: A comparison of the AVETMISS Contract History attributes with the data elements in the New South Wales APSATS statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	NEW SOUTH WALES (APSATS)
Training Contract Identifier	A code that is used to uniquely identify a training contract within a training organisation.	Apr_reg_no (7)
Contract History Date of Effect	For a Training Contract, the date upon which a change of contract status, employer or training contract identifier came into effect.	Transaction Codes date ie. Tran01-Tran09 eg. Tran_09_date = 'expired'
Contract Status Identifier	A code that is used to uniquely identify the status that a contract may have.	Apr_status (1)
Employer Identifier	A code that uniquely identifies an employer who is involved in a training contract.	Emp_empl_no (5)
Training Contract Identifier (previous)	A code that is used to uniquely identify a training contract within a training organisation.	Not applicable for NSW

Contract History data

As indicated in Table 4.5d the training authority currently collects the following data which correspond to the AVETMISS Contract History attributes:-

- **Training Contract Identifier**
This registration number remains constant across the status changes and is maintained by the apprentice/trainee.
- **Contract History Date of Effect**
These dates are covered by the Transaction codes.
- **Contract Status Identifier**
The local values of the "Apr_status" data element require translation to the National classifications for this attribute.
- **Employer Identifier**

The following data items are not collected by the training authority which correspond to the AVETMISS Contract History entity:-

- **Training Contract Identifier (previous)**
This attribute is not applicable to this training authority.

The training authority currently collects all the information which corresponds to the attributes in the Contract History entity. The Training Contract Identifier (previous) is not applicable to this training authority.

Table 4.5e: A comparison of the AVETMISS Employer attributes with the data elements in the New South Wales APSATS statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	NEW SOUTH WALES (APSATS)
Employer Identifier	A code that uniquely identifies an employer who is involved in a training contract.	Emp_empl_no (5)
Employer Postcode	A postcode associated with the business address of an employer involved in a training contract.	Emp_bus_addr_postcode (N4)
Employer Legal Name	The legal name of an employer identified by an employer identifier.	Emp_empl_name (60) Employer Legal Name is stored in the system
Employer Trading Name	The name under which an employer conducts business.	Employer trading name is stored in the system
Employer Size (number of employees)	An indication of the size of an employer organisation in terms of the number of people employed.	Collect Empl_range (1) A code indicating the number of employees within a range, not the actual number of employees
Employer Type Identifier	A code that uniquely identifies the category to which an employer type belongs.	Sec_code (3) Sector code
ANZSIC (Industry) Identifier (of the employer)	A code which is used to uniquely identify the ANZSIC category (division, sub-division, class and unit) to which an industry belongs.	No

Employer data

As indicated in Table 4.5e, the training authority currently collects the following data which corresponds to the AVETMISS Employer entity attributes:-

- **Employer Identifier**

- **Employer Postcode**

- **Employer Legal Name**

- **Employer Trading Name**

- **Employer Size**

The database stores the number of employees within a range, *not* the actual number.

- **Employer Type Identifier**

The local values for the Sector data element require translation to the national classification for this attribute.

The training authority does not currently collect the following data items which correspond to the AVETMISS Employer entity attributes:-

- **ANZSIC (industry) Identifier of the employer**

Table 4.5f: A comparison of the AVETMISS Training Contract attributes with the data elements in the New South Wales APSATS statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	NEW SOUTH WALES (APSATS)
Training Contract Identifier	A code that is used to uniquely identify a training contract within a training organisation.	Apr_reg_no (7)
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	Apr_reg_no (7)
ASCO (occupation Type) Identifier	A code that is used to uniquely identify the ASCO category (major group, minor group, unit group) to which an occupation belongs.	No
Workplace Postcode	The postcode associated with the address of the workplace where the trainee or apprentice spends most of his or her work time.	trng_addr_postcode
Credit for Prior Training (Y/N)	A flag to indicate whether or not a client involved in a training contract has been granted some credit for prior knowledge or experience.	Aph_Credit_type (char 2)
Contract Status Date of Effect	The date upon which the current status of a training contract came into effect.	Transaction codes dates (i.e. actual dates)
Contract Status Identifier (current)	A code that is used to uniquely identify the status that a contract may have.	Apr_status (1)
Employer Identifier	A code that uniquely identifies an employer who is involved in a training contract.	Emp_empl_no (5)
Training Contract Commencement Date	The date from which a training contract is effective.	Commencement_date
Training Contract Completion Date	The date upon which a client completed (or intends to complete) the requirements of a training contract.	Completion_date Date the training requirements were completed

Training Contract data

As indicated in Table 4.5f, the training authority currently collects the following data which corresponds to the AVETMISS Training Contract attributes:-

- **Training Contract Identifier**

The registration number is maintained throughout the training contract unless (1) the apprentice/trainee changes vocation or (2) there is more than a five year break in the training contract.

- **Client Identifier**

For the purposes of AVETMISS the training contract and client identifier are the same number in NSW, that being the registration number.

- **Workplace Postcode**

- **Credit for Prior Training (Y/N)**

Although this is not an attribute in the APSATS database this flag can be derived from the credit type when the value is not a blank field.

- **Contract Status Date of Effect**

- **Contract Status Identifier (current)**

The local values for the "apr_status" data element require translation to the National classifications for this attribute.

- **Employer Identifier (current)**

- **Training Contract Commencement Date**

- **Training Contract Completion Date**

The completion date is adjusted according to the transactions which occur eg. cancellation, credit etc.

The training authority does not currently collect the following data items which correspond to the AVETMISS Training Contract entity:-

- **ASCO (occupation Type) Identifier**

The APSATS database stores trade groupings not ASCO codes.

4.6 Northern Territory

This section provides a comparative analysis of the data elements contained in the Northern Territory NORVET system with the AVETMIS standard. These comparisons are illustrated in Tables 4.6a to 4.6f.

Client (trainee) data

As illustrated in Table 4.6a the training authority currently collects the following data which correspond to the attributes in the AVETMISS client entity:-

- **Client Identifier**
The person file number is a unique system generated identifier of the person which is maintained throughout the training contract.
- **Encrypted Identifier**
The database stores the trainee's surname but the encryption algorithm is yet to be determined by NATMISS.
- **Sex**
- **Date of Birth**
- **Residential Postcode**
- **Aboriginal/Torres Strait Islander (Y/N)**
This is not an attribute in the database but can be derived from the Disadvantage codes (ie = AB = Aboriginal/Torres Strait Islander).
- **Language Identifier**
The local classifications need to be translated to the National classifications.
- **Disability Flag**
This indicator can be derived from the Disadvantage Code when the value is equivalent to 'D1' ie Disability.

Table 4.6a: A comparison of the AVETMISS Client attributes with the data elements in the Northern Territory NORVET statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	NORTHERN TERRITORY (NORVET)
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	Person_file_number. A unique system generated identifier of the person.
Encrypted Identifier	A code generated by encrypting the name of a VET client using a non-reversible encryption method.	(person_name) surname
Highest School Level Completed	The highest level of secondary school that a client has completed (eg. Year 10, 11, 12).	No
Year Highest School Level Completed	The calendar year in which a client completed his or her highest school level.	No
Sex	The sex of a client.	(person) Sex (1)
Date of birth - Day - Month - Year	The date on which a client was born. The day of the month on which a client was born. The month in which a client was born. The year in which a client was born.	(person) Date_of_birth
Residential postcode	The postcode of the usual residence of the client.	(Person_address) Postcode
Aboriginal/Torres Strait Islander (Y/N)	A flag that indicates whether or not the client has declared him or herself to be of Aboriginal or Torres Strait Islander origin.	Disadvantage code = AB = Aboriginal or Torres Strait Islander
Language (spoken at home) Identifier	A code that is used to uniquely identify a language or language group commonly used by a client at home.	Language_code (2). This identifies the language used by a person belonging to a disadvantage category.
Employment Category Identifier	A code that is used to uniquely identify a category of employment.	No
Country (of Birth) Identifier	A code that is used to uniquely identify the country of birth of a client.	No
Overseas Full Fee Paying Client (Y/N)	A flag to indicate whether or not a client is an overseas resident who has made arrangements to obtain training in Australia through a fully commercial arrangement.	No
English Assistance Requested (Y/N)	A flag to indicate whether or not a client has requested assistance with English.	This is not an attribute in the database, although a disadvantage code = 'Non English speaking background' is stored.
Residential Collector District	A code identifying the ABS collector district in which a client normally resides.	No
Adult and Community Education (Y/N)	A flag that indicates whether or not the client has participated in an Adult and Community Education program.	No
Disability Flag (Y/N)	A flag to indicate whether or not a client has a disability.	The indicator is derived from the Disadvantage Code = D1 (Disability)
Assistance for Disability (Y/N)	A flag to indicate whether or not a client has requested assistance because of a disability.	No
Prior Educational Achievement Flag (Y/N)	A flag to indicate whether or not a prior educational achievement has been attempted or completed.	No

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The following data items are not collected by the training authority which correspond to the AVETMISS Client entity:-

- **Highest school level completed**
This data is only collected for scholarship holders.
- **Year highest school level completed**
This data is only collected for scholarship holders.
- **Employment Category Identifier**
- **Country (of Birth) Identifier**
- **English Assistance Requested (Y/N)**
- **Overseas Full Fee Paying Client (Y/N)**
- **Residential Collector District**
- **Adult and Community Education (Y/N)**
- **Assistance for Disability (Y/N)**
- **Prior Educational Achievement Flag (Y/N)**

Table 4.6b: A comparison of the AVETMISS Client Disability attributes with the data elements in the Northern Territory NORVET statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	NORTHERN TERRITORY (NORVET)
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	Person file number
Disability Type Identifier	A code that is used to uniquely identify the category to which a disability belongs.	No. This is not an attribute in the system although there is an indicator of disability in the Disadvantage Code data element.

Table 4.6c: A comparison of the AVETMISS Client Prior Educational Achievement attributes with the data elements in the Northern Territory NORVET statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	NORTHERN TERRITORY (NORVET)
Client identifier	A code that is used to uniquely identify a client within a training organisation.	Person File Number
Prior Educational Achievement Identifier	A code that uniquely identifies a category of prior educational achievement.	No
Completion Flag (Y/N)	A flag to indicate whether or not a prior educational achievement has been completed.	No

Client Disability

As illustrated in Table 4.6b the training authority currently collects the following data which correspond to the attributes in the AVETMISS Client Disability entity:-

- **Client Identifier**

The following data items are not collected by the training authority which correspond to the AVETMISS Client Disability entity:-

- **Disability Type Identifier.**

This is not an attribute in the database but an indicator in the Disadvantage code. This code indicates persons belonging to a disadvantage group.

Client Prior Educational Achievement

As illustrated in Table 4.6c the training authority currently collects the following data which correspond to the attributes in the AVETMISS Client Prior Educational Achievement entity:-

- **Client Identifier**

The following data items are not collected by the training authority which correspond to the AVETMISS Prior Educational Achievement entity:-

- **Prior Educational Achievement Identifier**

- **Completion Flag (Y/N)**

Table 4.6d: A comparison of the AVETMISS Contract History attributes with the data elements in the Northern Territory NORVET statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	NORTHERN TERRITORY (NORVET)
Training Contract Identifier	A code that is used to uniquely identify a training contract within a training organisation.	Person_file_number. A contract_id is a system generated number.
Contract History Date of Effect	For a Training Contract, the date upon which a change of contract status, employer or training contract identifier came into effect.	Participation commencement date Participation close date
Contract Status Identifier	A code that is used to uniquely identify the status that a contract may have.	Participation status Active = Open with no cessation reason; Closed = with cessation reason This identifies the status of the participation at the time of last update
Employer Identifier	A code that uniquely identifies an employer who is involved in a training contract.	Organisation file number
Training Contract Identifier (previous)	A code that is used to uniquely identify a training contract within a training organisation.	the previous system generated contract id is archived

Contract History data

As illustrated in Table 4.6d the training authority currently collects the following data which correspond to the attributes in the AVETMISS Contract History entity:-

- ♦ **Training Contract Identifier**

For the purposes of AVETMISS the person file number which is maintained throughout the training contract may correspond to the AVETMISS attribute, although a new contract identification number is assigned each time the status of the contract is changed.

- ♦ **Contract History Date of Effect**

- ♦ **Contract Status Identifier**

A contract has two status types; a participation status (when the contract is opened) and participation cessation (when the contract is closed). Therefore training contracts are either active (ie open with no cessation reason) or closed (ie closed with a cessation reason). These local values require translation to the National classifications for this attribute.

- ♦ **Employer Identifier**

The following data items are not collected by the training authority which correspond to the AVETMISS Training Contract entity:-

- ♦ **Training Contract Identifier (of the previous contract)**

This attribute is not applicable to the Northern Territory because the same Person Number is retained throughout the training contract, although a different contract identification number is assigned to the training contract in the event that the status of the contract is changed.

The training authority currently collects or can derive the information which corresponds to the AVETMISS attributes for the Contract History entity.

Table 4.6e: A comparison of the AVETMISS Employer attributes with the data elements in the Northern Territory NORVET statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	NORTHERN TERRITORY (NORVET)
Employer Identifier	A code that uniquely identifies an employer who is involved in a training contract.	Organisation_file_number
Employer Postcode	A postcode associated with the business address of an employer involved in a training contract.	(Organisation) Address postcode
Employer Legal Name	The legal name of an employer identified by an employer identifier.	(Organisation) Organisation_name when name type = 'L' (for Legal)
Employer Trading Name	The name under which an employer conducts business.	Organisation_name When name type = trading (for trading)
Employer Size (number of employees)	An indication of the size of an employer organisation in terms of the number of people employed.	Range_code
Employer Type Identifier	A code that uniquely identifies the category to which an employer type belongs.	Organisation type code A code used to group various types of organisations together.
ANZSIC (industry) Identifier (of the employer)	A code which is used to uniquely identify the ANZSIC category (division, sub-division, class and unit) to which an industry belongs.	ASIC Code

Employer data

As illustrated in Table 4.6e the training authority collects the following data which correspond to the attributes in the AVETMISS Employer entity:-

- **Employer Identifier**
- **Employer Postcode**
- **Employer Legal Name**
The legal name is available when the organisation name type = 'L' which indicates 'Legal'.
- **Employer Trading Name**
The trading name is available when the name type = trading. Some organisations may not have a trading name.
- **Employer Size (number of employees)**
This information is stored in a range code rather than the actual number.
- **Employer Type Identifier**
The local values for Organisation type require translation to the National classifications for this attribute.
- **ANZSIC (industry) Identifier of the employer**
NORVET stores ASIC codes which require translation to the ANZSIC standard.

The training authority currently collects or can derive the information which corresponds to the AVETMISS attributes for the Employer entity.

Table 4.6f: A comparison of the AVETMISS Training Contract attributes with the data elements in the Northern Territory NORVET system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	NORTHERN TERRITORY (NORVET)
Training Contract Identifier	A code that is used to uniquely identify a training contract within a training organisation.	Person file number / contract id
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	Person file number
ASCO (occupation type) Identifier	A code that is used to uniquely identify the ASCO category (major group, minor group, unit group) to which an occupation belongs.	ASCO Code
Workplace Postcode	The postcode associated with the address of the workplace where the trainee or apprentice spends most of his or her work time.	Organisation / Address / postcode when address type = workplace
Credit for Prior Training (Y/N)	A flag to indicate whether or not a client involved in a training contract has been granted some credit for prior knowledge or experience.	This can be derived from the Credit Reason Identifier.
Contract Status Date of Effect	The date upon which the current status of a training contract came into effect.	Participation Close date etc.
Contract Status Identifier (current)	A code is used to uniquely identify the status that a contract may have.	Participation Status code = open status Participation - cessation reason
Employer Identifier (current)	A code that uniquely identifies an employer who is involved in a training contract.	Organisation_id / file number
Training Contract Commencement Date	The date from which a training contract is effective.	Participation commencement date
Training Contract Completion Date	The date upon which a client completed (or intends to complete) the requirements of a training contract.	Intended: Derived from the database (nominal term less time spent in training) Completed: Participation date completed (8). The date on which the contract was completed. ceased date

Training Contract data

As illustrated in Table 4.6f the training authority currently collects the following data which correspond to the attributes in the AVETMISS Training Contract entity:-

- **Training Contract Identifier**

For the purposes of AVETMISS the person file number which is maintained throughout the training contract corresponds to the AVETMISS attribute, although a new "contract id" is assigned each time the status of the contract is changed.

- **Client Identifier**

The person file number also acts as the client identifier.

- **ASCO (occupation Type) Identifier**

- **Workplace Postcode**

- **Credit for Prior Training (Y/N)**

Although this attribute is not a indicator in the system, this value can be derived from an entry in the "Credit Reason" field which indicates credit has been sought and approved.

- **Contract Status Date of Effect**

- **Contract Status Identifier (current)**

NORVET stores an open status and cessation reason. If the cessation reason is blank then the contract is current. The local values which correspond to this attribute require translation to the National classifications.

- **Employer Identifier (current)**

- **Training Contract Commencement Date**

- **Training Contract Completion Date**

The training authority currently collects or can derive the information which corresponds to the AVETMISS attributes for the Training Contract entity.

4.7 Queensland

This section provides a comparative analysis of the data elements contained in the Queensland apprenticeship (DESD) and traineeship (TS) statistical systems with the AVETMIS standard. These comparisons are illustrated in Tables 4.7a to 4.7f.

A Training Agreement form has recently been revised to accommodate the AVETMISS requirements for the national data collection. This form has been designed for contracts of training which include both apprenticeships and traineeships. The Training Agreement has been in circulation since 28 January 1994. The information to be collected in the revised Training Agreement, although not currently stored in the existing statistical systems, are acknowledged in the following comparative analysis.

Client (trainee) data

As illustrated in Table 4.7a the training authority currently collects the following data which corresponds to the attributes in the AVETMISS Client entity:-

- **Client Identifier**
The pers_id/id_code number is maintained throughout the training contract.
- **Encrypted Identifier**
The apprentice/trainee surname is stored in the database but the encryption algorithm is yet to be determined by NATMISS.
- **Highest School Level Completed**
The values of this data element are stored as a code. These codes require conversion to actual year levels in order to meet the National standards.
- **Year Highest School Level Completed**
- **Sex**
- **Date of Birth**
- **Residential postcode**
- **Aboriginal/Torres Strait Islander (Y/N)**
This information is included in the new Training Agreement form.
- **Language (spoken at home) Identifier**
This information is included in the new Training Agreement form.
- **Country (of Birth) Identifier**
This information is included in the new Training Agreement form.

Table 4.7a: A comparison of the AVETMISS Client attributes with the data elements in the Queensland's DESD and TS statistical systems.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	QUEENSLAND APPRENTICESHIPS (DESD)	QUEENSLAND TRAINEESHIPS (TS)
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	(aspers) pers_id	(trn) id_code
Encrypted Identifier	A code generated by encrypting the name of a VET client using a non-reversible encryption method.	(aspers) sname	(trn) sname
Highest School Level Completed	The highest level of secondary school that a client has completed (eg. Year 10, 11, 12).	(aspers) educ_cd Highest level attained	(trn) entry_code
Year Highest School Level Completed	The calendar year in which the client completed his or her highest school level.	(aspers) lst_sch_yr	(trn) year_compl Year completed the above)
Sex	The sex of a client.	(aspers) sex_cd	(trn) sex
Date of Birth - Day - Month - Year	The date on which a client was born. The day of the month on which a client was born. The month in which a client was born. The year in which a client was born	(aspers) dob	(trn) dob
Residential postcode	The postcode of the usual residence of the client.	(aspers) pcode	(trn) pcode
Aboriginal/Torres Strait Islander (Y/N)	A flag that indicates whether or not the client has declared him or herself to be of Aboriginal or Torres Strait Islander origin.	Yes, from 1994.	Yes, from 1994.
Language (spoken at home) Identifier	A code that is used to uniquely identify a language or language group commonly used by a client at home.	Yes, from 1994.	Yes, from 1994.
Employment Category Identifier	A code that is used to uniquely identify a category of employment.	No	No
Country (of Birth) Identifier	A code that is used to uniquely identify the country of birth of a client.	Yes, from 1994.	Yes, from 1994.
Overseas Full Fee Paying Client (Y/N)	A flag to indicate whether or not a client is an overseas resident who has made arrangements to obtain training in Australia through a fully commercial arrangement.	No	No
English Assistance Requested (Y/N)	A flag to indicate whether or not a client has requested assistance with English.	Derived from the special needs category from 1994.	Derived from the special needs category from 1994.
Residential Collector District	A code identifying the ABS collector district in which a client normally resides.	No	No
Adult and Community Education (Y/N)	A flag that indicates whether or not the client has participated in an Adult and Community Education program.	No	No
Disability Flag (Y/N)	A flag to indicate whether or not a client has a disability.	Derived from aspers (disab_cd)	Derived from the special needs category from 1994.
Assistance for Disability (Y/N)	A flag to indicate whether or not a client has requested assistance because of a disability.	Derived from the special needs category from 1994.	Derived from the special needs category from 1994.
Prior Educational Achievement Flag (Y/N)	A flag to indicate whether or not a prior educational achievement has been attempted or completed.	No	No

- **English Assistance Requested (Y/N)**

This information can be derived from the special needs category indicated on the new Training Agreement form.

- **Disability Flag (Y/N)**

Currently in the apprenticeship system this attribute can be derived from a value in the disability code. However this information will also be collected on the new Training Agreement for traineeships.

- **Assistance for Disability (Y/N)**

This information can be derived from details in the new training agreement under the special needs category.

The following data items are not collected by the training authority which correspond to the AVETMISS Client entity:-

- **Employment Category Identifier**

- **Overseas Full Fee Paying Client (Y/N)**

- **Residential Collector District**

- **Adult and Community Education (Y/N)**

- **Prior Educational Achievement Flag (Y/N)**

This information is not collected in relation to the AVETMIS standard, although an indicator for undertaking other vocational training is included.

Table 4.7b: A comparison of the AVETMISS Client Disability attributes with the data elements in the Queensland DESD and TS statistical systems.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	QUEENSLAND APPRENTICESHIP (DESD)	QUEENSLAND TRAINEESHIPS (TS)
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	(aspers) pers_id	(trn) id_code
Disability Type Identifier	A code that is used to uniquely identify the category to which a disability belongs.	(aspers) disab_cd	(trn_spl_nds) comment

Table 4.7c: A comparison of the AVETMISS Client Prior Educational Achievement attributes with the data elements in the Queensland DESD and TS statistical systems.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	QUEENSLAND APPRENTICESHIP (DESD)	QUEENSLAND TRAINEESHIPS (TS)
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	(aspers) pers_id	(trn) id_code
Prior Educational Achievement Identifier	A code that uniquely identifies a category of prior educational achievement.	No	No
Completion Flag (Y/N)	A flag to indicate whether or not a prior educational achievement has been completed.	No	No

Client Disability

As illustrated in Table 4.7b the training authority currently collects the following data which correspond to the attributes in the AVETMISS Client Disability entity:-

- **Client Identifier**
- **Disability Type Identifier** (apprenticeship only)
The local values for this attribute require translation to the National classifications.

The following data items are not collected by the training authority which correspond to the AVETMISS Client Disability entity:-

- **Disability Type Identifier** (traineeship only)
The traineeship system stores information for persons with special needs including disability. However this is a comment field, *not* a defined category.

Client Prior Educational Achievement

As illustrated in Table 4.7c the training authority currently collects the following data which correspond to the attributes in the AVETMISS Client Prior Educational Achievement entity:-

- **Client Identifier**

The following data items are not collected by the training authority which correspond to the AVETMISS Client Prior Educational Achievement entity:-

- **Prior Educational Achievement Identifier**
- **Completion Flag (Y/N)**

Table 4.7d: A comparison of the AVETMISS Contract History attributes with the data elements in the Queensland DESD and TS statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	QUEENSLAND APPRENTICESHIP (DESD)	QUEENSLAND TRAINEESHIPS (TS)
Training Contract Identifier	A code that is used to uniquely identify a training contract within a training organisation.	(asapprship) regn_nr	(trnshp) reg_no
Contract History Date of Effect	For a Training Contract, the date upon which a change of contract status, employer or training contract identifier came into effect.	(asapprship) allot_dt	(trnshp/tslog) date_cancel event occurred
Contract Status Identifier	A code that is used to uniquely identify the status that a contract may have.	(asapprship) stat_cd	(trnshp) status
Employer Identifier	A code that uniquely identifies an employer who is involved in a training contract.	(asemp) emp_cd	(emp) emp_code
Training Contract Identifier (previous)	A code that is used to uniquely identify a training contract within a training organisation.	prev_reg	prev_reg

Contract History data

As illustrated in Table 4.7d the training authority currently collects the following data which correspond to the attributes in the AVETMISS Contract History entity:-

- **Training Contract Identifier**

The registration number of the training contract is not maintained throughout the contract upon cancellation and subsequent recommencement. In this instance a new registration number is assigned.

- **Contract History Date of Effect**

- **Contract Status Identifier**

The local values for the status codes require translation to the National classifications for this attribute.

- **Employer Identifier**

- **Training Contract Identifier (previous)**

The Queensland apprenticeship and traineeship system creates/assigns new training contract numbers after a status change (eg cancellation-recommencement) the previous registration number is maintained in order to track the training contract.

The training authority currently collects all the corresponding information for Contract History to meet the AVETMISS requirements.

Table 4.7e : A comparison of the AVETMISS Employer attributes with the data elements in the Queensland DESD and TS statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	QUEENSLAND APPRENTICESHIP (DESD)	QUEENSLAND TRAINEESHIPS (TS)
Employer Identifier	A number or code that uniquely identifies an employer.	(asemp) emp_cd	(emp) emp_code
Employer Postcode	A numeric code that is determined by Australia Post to identify a defined geographic area.	(asemp) bus_pcode	(emp) lgl_pcode
Employer Legal Name	The legal name of an employer identified by an employer identifier.	idt_nm 1-3 (legal indenture name)	lgl_name (legal name)
Employer Trading Name	The name under which an employer conducts business.	(asemp) tde_nm	(emp) tde_nm
Employer Size (number of employees)	An indication of the size of an employer organisation in terms of the number of people employed.	(asemp) nr_emp	To be collected from 1994.
Employer Type Identifier	A code that uniquely identifies the category to which an employer type belongs.	(asemptype) emp_type	No
ANZSIC (industry) Identifier (of the employer)	A code which is used to uniquely identify the ANZSIC category (division, sub-division, class and unit) to which an industry belongs.	(asemp/asind) ind_cd (ASIC code)	To be collected from 1994.

Employer data

As illustrated in Table 4.7e the training authority currently collects the following data which correspond to the attributes in the AVETMISS Employer entity:-

- **Employer Identifier**
- **Employer Postcode**
- **Employer Legal Name**
- **Employer Trading Name**
- **Employer Size**
This information is currently collected for apprenticeships. However this data will also be collected on the new Training Agreement form for traineeships.
- **Employer Type Identifier** (apprenticeships only)
The local values for the Employer Type require translation to the National classifications for this attribute.
- **ANZSIC (industry) Identifier of the employer**
Currently the industry codes are stored in ASIC form. These codes require translation to the ANZSIC standard. This information is currently collected for apprenticeships but data will also be collected on the new Training Agreement for traineeships.

The following data items are not collected by the training authority which correspond to the AVETMISS Employer entity:-

- **Employer Type Identifier** (traineeships only)

Table 4.7f: A comparison of the AVETMISS Training Contract attributes with the data elements in the Queensland DESD and TS statistical systems.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	QUEENSLAND APPRENTICESHIP (DESD)	QUEENSLAND TRAINEESHIPS (TS)
Training Contract Identifier	A code that is used to uniquely identify a training contract within a training organisation.	(asapprship) reg_nr	(trnshp) reg_no
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	(aspers) pers_id	(trn) id_code
ASCO (occupation Type) Identifier	A code that is used to uniquely identify the ASCO category (major group, minor group, unit group) to which an occupation belongs.	(astde) ocp_cd	To be collected from 1994.
Workplace Postcode	The postcode associated with the address of the workplace where the trainee or apprentice spends most of his or her work time.	(aspers) work_pcode	(trnshp) pst_code/Lgl_pcode
Credit for Prior Training Flag (Y/N)	A flag to indicate whether or not a client involved in a training contract has been granted some credit for prior knowledge or experience.	This indicator can be derived from the (asapprship) allot_type	Can be derived from pre-voc/app data from 1994.
Contract Status Date of Effect	The date upon which the current status of a training contract came into effect.	(asapprship) allot_dt	(trnshp/tslog) date_cancel
Contract Status Identifier (current)	A code that is used to uniquely identify the status that a contract may have.	(asapprship) stat_cd	(trnshp) status
Employer Identifier (current)	A code that uniquely identifies an employer who is involved in a training contract.	(asemp) emp_cd	(emp) emp_code
Training Contract Commencement Date	The date from which a training contract is effective.	(asapprship) cmt_dt	commenced
Training Contract Completion Date	The date upon which a client completed (or intends to complete) the requirements of a training contract.	(asapprship) nom_cmpt_dt Nominal completion date (asapprship) term_dt when status = '01' (ie completed)	nom_comp finished date

Training Contract data

As illustrated in Table 4.7f the training authority currently collects the following data which correspond to the attributes in the AVETMISS Training Contract entity:-

- **Training Contract Identifier**

The registration number of the training contract is not maintained throughout the contract upon cancellation and subsequent recommencement. In this instance a new registration number is assigned.

- **Client Identifier**

The pers_id/id_code number is maintained throughout the training contract.

- **ASCO (occupation Type) Identifier**

This is currently only collected for apprenticeships. However the new Training Agreement form will also collect ASCO information in relation to traineeships from 1994.

- **Workplace Postcode**

- **Credit for Prior Training (Y/N)**

In the apprenticeship system this is not an attribute in the database but this flag can be indirectly derived from an appropriate entry in the allotment type (eg prevocational etc) variable. From 1994 this data will also be derived from the new Training Agreement in relation to traineeships.

- **Contract Status Identifier (current)**

These local values require translation to the National classifications for this attribute.

- **Employer Identifier (current)**

- **Training Contract Commencement Date**

- **Training Contract Completion Date**

The training authority currently collects or can derive the information which corresponds to the AVETMISS attributes for the Training Contract entity.

4.8 South Australia

This section provides a comparative analysis of the data elements contained in the South Australian COTIS statistical system with the AVETMIS standard. These comparisons are illustrated in Tables 4.8a to 4.8f.

Please note, information which is required but does not exist in COTIS can be extracted from the Student Management System or from the main database if requested. However this information only relates to those clients attending TAFE.

Client (trainee) data

As illustrated in Table 4.8a the training authority currently collects the following data which correspond to the attributes in the AVETMISS Client entity:-

- **Client Identifier**
This number corresponds to the TAFE student number which is maintained throughout the contract.
- **Encrypted Identifier**
The surname of the trainee is collected by the STA. The encryption algorithm is yet to be determined by NATMISS.
- **Highest School Level Completed**
- **Sex**
- **Date of Birth**
- **Residential Postcode**
- **Aboriginal/Torres Strait Islander (Y/N)**
This flag can be derived from a special group category which includes an "aboriginal" status as one of its values.
- **Country (of Birth) Identifier**
The country of birth is stored as a free text field in the database. These local values require translation to the National classifications for this attribute.
- **Disability Flag (Y/N)**
This indicator can be derived from the code2_specialgrp code which includes 'disability' as one of the values.

Table 4.8a: A comparison of the AVETMISS Client attributes with the data elements in the South Australian COTIS statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	SOUTH AUSTRALIA (COTIS)
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	id_student (7) TAFE student id number
Encrypted Identifier	A code generated by encrypting the name of a VET client using a non-reversible encryption method.	dsc25_surname
Highest School Level Completed	The highest level of secondary school that a client has completed (eg. Year 10, 11, 12).	hiseconded_comp (char 2)
Year Highest School Level Completed	The calendar year in which a client completed his or her highest school level.	No
Sex	The sex of a client.	dsc1_gender (1)
Date of Birth - Day - Month - Year	The date on which a client was born. The day of the month on which a client was born. The month in which a client was born. The year in which a client was born.	date_birth (date)
Residential postcode	The postcode of the usual residence of the client.	dsc4_rpostcode (4)
Aboriginal/Torres Strait Islander (Y/N)	A flag that indicates whether or not the client has declared him or herself to be of Aboriginal or Torres Strait Islander origin.	code2_specialgrp = '0' (ie Aboriginal or Torres Strait Islander)
Language (spoken at home) Identifier	A code that is used to uniquely identify a language or language group commonly used by a client at home.	This is a free text field accessible through SMS (ie TAFE)
Employment Category Identifier	A code that is used to uniquely identify a category of employment.	labourstatus: This attribute exists in the SMS and can be accessed through COTIS but is recorded only for those clients who attend TAFE.
Country (of Birth) Identifier	A code that is used to uniquely identify the country of birth of a client.	dsc25_countryborn (a free text field)
Overseas Full Fee Paying Client (Y/N)	A flag to indicate whether or not a client is an overseas resident who has made arrangements to obtain training in Australia through a fully commercial arrangement.	No, flag_ove seas (Y/N) is collected for TAFE students only in the SMS db
English Assistance Requested (Y/N)	A flag to indicate whether or not a client has requested assistance with English.	No, collected for TAFE students only in the SMS
Residential Collector District	A code identifying the ABS collector district in which a client normally resides.	Not applicable
Adult and Community Education (Y/N)	A flag that indicates whether or not the client has participated in an Adult and Community Education program.	No. Only in the SMS db.
Disability Flag (Y/N)	A flag to indicate whether or not a client has a disability.	Can be derived from code2_specialgrp.
Assistance for Disability (Y/N)	A flag to indicate whether or not a client has requested assistance because of a disability.	No
Prior Educational Achievement Flag (Y/N)	A flag to indicate whether or not a prior educational achievement has been attempted or completed.	No

The following data items are not collected by the training authority which correspond to the AVETMISS Client entity:-

- **Year Highest School Level Completed**
- **Language (spoken at home) Identifier**
The language data is stored as a free text field and accessible through the TAFE Student Management System (SMS). Information is only recorded for those clients who attend TAFE.
- **Employment Category Identifier**
The labour status data resides in the SMS database but can be accessed by COTIS. However this information is only recorded for those clients who attend TAFE.
- **Overseas Full Fee Paying Client (Y/N)**
The value for this field is entered via the TAFE path but can be viewed from the COTIS environment. It is usually set to 'N' unless changed by TAFE. However the value of this attribute can also be changed by COTIS.
- **English Assistance Requested (Y/N)**
This information is stored in the Student Management System (SMS) only for those clients who attend TAFE.
- **Residential Collector District**
This is not applicable to this state training authority.
- **Adult and Community Education (Y/N)**
This is collected in the Student Management System only for those clients attending TAFE.
- **Assistance for Disability (Y/N)**
- **Prior Educational Achievement Flag (Y/N)**

Table 4.8b: A comparison of the AVETMISS Client Disability attributes with the data elements in the South Australian COTIS statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	SOUTH AUSTRALIA (COTIS)
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	id_student (7) TAFE student id number
Disability Type Identifier	A code that is used to uniquely identify the category to which a disability belongs.	A disability type is recorded in the SMS which can be accessed through COTIS but is recorded only for clients who attend TAFE.

Table 4.8c: A comparison of the AVETMISS Client Prior Educational Achievement attributes with the data elements in the South Australian COTIS statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	SOUTH AUSTRALIA (COTIS)
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	id_student (7) TAFE student id number
Prior Educational Achievement Identifier	A code that uniquely identifies a category of prior educational achievement.	No. This is only collected for TAFE students in the SMS db.
Completion Flag (Y/N)	A flag to indicate whether or not a prior educational achievement has been completed.	No. Only for TAFE students in the SMS db. 'C' = completed plan.

Client Disability

As illustrated in Table 4.8b the training authority currently collects the following data which correspond to the attributes in the AVETMISS Client Disability entity:-

- **Client Identifier**

The following data items are not collected by the training authority which correspond to the AVETMISS Client Disability entity:-

- **Disability Type Identifier**

In COTIS, disability is an indicator in the special group category *not* a classification of the type of disability. However disability type is recorded in the Student Management System (SMS) but only for those clients who attend TAFE. In the past the SMS db stored single disability data, now multiple disabilities will be collected and stored.

Client Prior Educational Achievement

As illustrated in Table 4.8c the training authority currently collects the following data which correspond to the attributes in the AVETMISS Client Prior Educational Achievement:-

- **Client Identifier**

The following data items are not collected by the training authority which correspond to the AVETMISS Client Prior Educational Achievement:-

- **Prior Educational Achievement Identifier**

This information is collected in the Student Management System only for those clients attending TAFE.

- **Completion Flag (Y/N)**

This information is collected in the Student Management System only for those clients attending TAFE.

Table 4.8d: A comparison of the AVETMISS Contract History attributes with the data elements in the South Australian COTIS system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	SOUTH AUSTRALIA (COTIS)
Training Contract Identifier	A code that is used to uniquely identify a training contract within a training organisation.	code6_trainee (6)
Contract History Date of Effect	For a Training Contract, the date upon which a change of contract status, employer or training contract identifier came into effect.	date_effective
Contract Status Identifier	A code that is used to uniquely identify the status that a contract may have.	code2_trstatus (2) Identifies the status of the trainee
Employer Identifier	A code that uniquely identifies an employer who is involved in a training contract.	code5_employer (5) code2_depot (2)
Training Contract Identifier (previous)	A code that is used to uniquely identify a training contract within a training organisation.	N/A

Contract History data

As illustrated in Table 4.8d the training authority currently collects the following data which correspond to the attributes in the AVETMISS Contract History entity:-

- ♦ **Training Contract Identifier**
This number is maintained throughout the duration of the training contract of the client.
- ♦ **Contract History Date of Effect**
- ♦ **Contract Status Identifier**
The local values for the trainee status require translation to the National classifications for this attribute.
- ♦ **Employer Identifier**

The following data items are not collected by the training authority which correspond to the AVETMISS Contract History file:-

- ♦ **Training Contract Identifier (previous)**
This is not applicable to COTIS because the same training contract number is maintained throughout the duration of the training.

The training authority currently collects all the information required by AVETMISS for the Contract History entity.

Table 4.8e: A comparison of the AVETMISS Employer attributes with the data elements in the South Australian COTIS statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	SOUTH AUSTRALIA (COTIS)
Employer Identifier	A code that uniquely identifies an employer who is involved in a training contract.	code5_employer code2_depot (2)
Employer Postcode	A postcode associated with the business address of an employer involved in a training contract.	dsc4_dpostcode
Employer Legal Name	The legal name of an employer identified by an employer identifier.	dsc100_legalname
Employer Trading Name	The name under which an employer conducts business.	dsc60_tradingname
Employer Size (number of employees)	An indication of the size of an employer organisation in terms of the number of people employed.	int4_empsize Number of people employed by the employer.
Employer Type Identifier	A code that uniquely identifies the category to which an employer type belongs.	code1_empsector (1)
ANZSIC (industry) Identifier (of the employer)	A code which is used to uniquely identify the ANZSIC category (division, sub-division, class and unit) to which an industry belongs.	code4_asic

Employer data

As illustrated in Table 4.8e the training authority currently collects the following data which correspond to the attributes in the AVETMISS Employer entity:-

- **Employer Identifier**
- **Employer Postcode**
- **Employer Legal Name**
- **Employer Trading Name**
- **Employer Size (number of employees)**
- **Employer Type Identifier**
The local values for the Employer Sector require translation to the national classifications for this attribute.
- **ANZSIC (industry) Identifier (of the employer)**
The COTIS system stores ASIC codes. These values require translation to the ANZSIC values to meet the national standard.

The training authority currently collects all the information required by AVETMISS for the Employer entity.

Table 4.8f: A comparison of the AVETMISS Training Contract attributes with the data elements in the South Australian COTIS statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	SOUTH AUSTRALIA (COTIS)
Training Contract Identifier	A code that is used to uniquely identify a training contract within a training organisation.	code6_trainee (6)
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	id_student (7)
ASCO (occupation Type) Identifier	A code that is used to uniquely identify the ASCO category (major group, minor group, unit group) to which an occupation belongs.	code6_ASCO
Workplace Postcode	The postcode associated with the address of the workplace where the trainee or apprentice spends most of his or her work time.	dsc4_dpostcode
Credit for Prior Training (Y/N)	A flag to indicate whether or not a client involved in a training contract has been granted some credit for prior knowledge or experience.	code2_event transaction (= credit)
Contract Status Date of Effect	The date upon which the current status of a training contract came into effect.	date_effective
Contract Status Identifier (current)	A code that is used to uniquely identify the status that a contract may have.	code2_trstatus
Employer Identifier (current)	A code that uniquely identifies an employer who is involved in a training contract.	code5_employer + code2_depot (2)
Training Contract Commencement Date	The date from which a training contract is effective.	date_commenced
Training Contract Completion Date	The date upon which a client completed (or intends to complete) the requirements of a training contract.	date_completion

Training Contract data

As illustrated in Table 4.8f the training authority currently collects the following data which correspond to the attributes in the AVETMISS Training Contract entity:-

- **Training Contract Identifier**

This number is maintained throughout the contract independent of status changes.

- **Client Identifier**

This represents the TAFE student identification number.

- **ASCO (occupation type) Identifier**

- **Workplace Postcode**

- **Credit for Prior Training (Y/N)**

This flag can be derived from the code2_event attribute when the value is equivalent to "credit".

- **Contract Status Date of Effect**

- **Contract Status Identifier (current)**

The local values for the trainee status require translation to the National classifications for this attribute.

- **Employer Identifier (current)**

The employer code and its depot is required in order to uniquely identify an employer in the COTIS system.

- **Training Contract Commencement Date**

- **Training Contract Completion Date**

This field is dynamic because it changes in accordance with the events which occur. For example the date will be adjusted in the event of a credit, suspension or cancellation.

The training authority currently collects the information which corresponds to the AVETMISS attributes for the Training Contract entity.

4.9 Tasmania

This section provides a comparative analysis of the data elements contained in the Tasmanian CITS statistical system with the AVETMIS standard. These comparisons are illustrated in Tables 4.9a to 4.9f.

Client (trainee) data

As illustrated in Table 4.9a the training authority currently collects the following data which correspond to the attributes in the AVETMISS Client entity:-

- ♦ **Client Identifier**
For the purposes of AVETMISS the Reg/File Number represents the client identifier.
- ♦ **Encrypted Identifier**
The surname is collected by the training authority but the encryption algorithm is yet to be determined by NATMISS.
- ♦ **Highest School Level Completed**
The value for these data elements is stored as a code rather than the actual year level. These local codes need to be translated to actual year levels to meet the national standard.
- ♦ **Sex**
- ♦ **Date of Birth**
- ♦ **Residential postcode**
- ♦ **Aboriginal/Torres Strait Islander (Y/N)**
This flagged attribute can be derived from the disadvantage group when the Disadvantaged code = 'B' ie Aboriginal.
- ♦ **Country (of birth) Identifier**
The local values for the country codes need to be translated to the National classifications for this attribute.
- ♦ **Disability Flag**
This indicator can be derived from the values in the Disability Code i.e. '0' = No disability and '1'-8' = the disability type.

Table 4.9a: A comparison of the AVETMISS Client attributes with the data elements in the Tasmanian CITS statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	TASMANIA (CITS)
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	Reg/File No (N7)
Encrypted Identifier	A code generated by encrypting the name of a VET client using a non-reversible encryption method.	A/T Surname (24)
Highest School Level Completed	The highest level of secondary school that a client has completed (eg. Year 10, 11, 12).	Educ_Standard reached (N1) Standard of education attained
Year Highest School Level Completed	The calendar year in which a client completed his or her highest school level.	No
Sex	The sex of a client.	A/T sex code (1)
Date of Birth - Day - Month - Year	The date on which a client was born. The day of the month on which a client was born. The month in which a client was born. The year in which a client was born.	A/T D/O/Birth
Residential postcode	The postcode of the usual residence of the client.	A/T Postal Add Post Code (N4)
Aboriginal/Torres Strait Islander (Y/N)	A flag that indicates whether or not the client has declared him or herself to be of Aboriginal or Torres Strait Islander origin.	Disadvantaged = 'B' (A2) Code (Aboriginal)
Language (spoken at home) Identifier	A code that is used to uniquely identify a language or language group commonly used by a client at home.	No
Employment Category Identifier	A code that is used to uniquely identify a category of employment.	No
Country (of Birth) Identifier	A code that is used to uniquely identify the country of birth of a client.	Country of Birth (2)
Overseas Full Fee Paying Client (Y/N)	A flag to indicate whether or not a client is an overseas resident who has made arrangements to obtain training in Australia through a fully commercial arrangement.	No
English Assistance Requested (Y/N)	A flag to indicate whether or not a client has requested assistance with English.	No
Residential Collector District	A code identifying the ABS collector district in which a client normally resides.	Not applicable.
Adult and Community Education (Y/N)	A flag that indicates whether or not the client has participated in an Adult and Community Education program.	No
Disability Flag (Y/N)	A flag to indicate whether or not a client has a disability.	Derived from the values in the Disability Code.
Assistance for Disability (Y/N)	A flag to indicate whether or not a client has requested assistance because of a disability.	No
Prior Educational Achievement Flag (Y/N)	A flag to indicate whether or not a prior educational achievement has been attempted or completed.	No

The following data items are not collected by the training authority which correspond to the AVETMISS Client entity:-

- **Year Highest School Level Completed**
- **Language (spoken at home) Identifier**
- **Employment Category Identifier**
- **Overseas Full Fee Paying Client (Y/N)**
- **English Assistance Requested (Y/N)**
- **Residential Collector District**
This field is not applicable to this training authority. It is an optional field in the Client file.
- **Adult and Community Education (Y/N)**
- **Assistance for Disability (Y/N)**
- **Prior Educational Achievement Flag (Y/N)**

Table 4.9b: A comparison of the AVETMISS Client Disability attributes with the data elements in the Tasmanian CITS statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	TASMANIA (CITS)
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	Reg/File no (N7)
Disability Type Identifier	A code that is used to uniquely identify the category to which a disability belongs.	Disability Code (N1)

Table 4.9c: A comparison of the AVETMISS Client Prior Educational Achievement attributes with the data elements in the Tasmanian CITS statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	TASMANIA (CITS)
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	Reg/File No (N7)
Prior Educational Achievement Identifier	A code that uniquely identifies a category of prior educational achievement.	No
Completion Flag (Y/N)	A flag to indicate whether or not a prior educational achievement has been completed.	No

Client Disability

As illustrated in Table 4.9b the training authority currently collects the following data which correspond to the attributes in the AVETMISS Client Disability file:-

- **Client Identifier**

- **Disability Type Identifier**

The local disability codes need to be translated to the National classifications for this attribute.

The training authority currently collects all the information required by AVETMISS for the Client Disability.

Client Prior Educational Achievement

As illustrated in Table 4.9c the training authority currently collects the following data which correspond to the attributes in the AVETMISS Client Prior Educational Achievement entity:-

- **Client Identifier**

The following data items are not collected by the training authority which correspond to the AVETMISS Client Prior Educational Achievement entity:-

- **Prior Educational Achievement Identifier**

- **Completion Flag (Y/N)**

Table 4.9d: A comparison of the AVETMISS Contract History attributes with the data elements in the Tasmanian CITS statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	TASMANIA (CITS)
Training Contract Identifier	A code that is used to uniquely identify a training contract within a training organisation.	Reg/File No (N7)
Contract History Date of Effect	For a Training Contract, the date upon which a change of contract status, employer or training contract identifier came into effect.	D/O/commencement; D/O/Assignment
Contract Status Identifier	A code that is used to uniquely identify the status that a contract may have.	Status (N2) represents the current status of the file
Employer Identifier	A code that uniquely identifies an employer who is involved in a training contract.	Employer code (2C + N7)
Training Contract Identifier (previous)	A code that is used to uniquely identify a training contract within a training organisation.	Previous Reg/File No

Contract History data

As illustrated in Table 4.9d the training authority currently collects the following data which correspond to the attributes in the AVETMISS Contract History entity:-

- **Training Contract Identifier**

The Reg/File Number for the training contract is not maintained throughout the contract in the event of a change of status (e.g. a cancellation).

- **Contract History Date of Effect**

- **Contract Status Identifier**

The local values for the "status" data element require translation to the National classifications for this attribute.

- **Employer Identifier**

- **Training Contract Identifier (previous)**

The CITS database assigns a new registration number to a contract after a change of status (e.g. cancellation/recommencement). This enables the tracking of the apprentice/trainee.

The training authority currently collects all the information corresponding to the AVETMISS requirements for the Contract History entity.

Table 4.9e: A comparison of the AVETMISS Employer attributes with the data elements in the Tasmanian CITS statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	TASMANIA (CITS)
Employer Identifier	A code that uniquely identifies an employer who is involved in a training contract.	Employer code (2C + N7)
Employer Postcode	A postcode associated with the business address of an employer involved in a training contract.	Emp Post code (N4)
Employer Legal Name	The legal name of an employer identified by an employer identifier.	Emp Indenture Name 1-2
Employer Trading Name	The name under which an employer conducts business.	Emp Trading Name 1-2
Employer Size (number of employees)	An indication of the size of an employer organisation in terms of the number of people employed.	Total No of employees
Employer Type Identifier	A code that uniquely identifies the category to which an employer type belongs.	Sector (N1)
ANZSIC (industry) Identifier (of the employer)	A code which is used to uniquely identify the ANZSIC category (division, sub-division, class and unit) to which an industry belongs.	ASIC Code

Employer data

As illustrated in Table 4.9e the training authority currently collects the following data which correspond to the attributes in the AVETMISS Employer entity:-

- **Employer Identifier**
- **Employer Postcode**
- **Employer Legal Name**
- **Employer Trading Name**
- **Employer Size (number of employees)**
- **Employer Type Identifier**
The local values for the "Sector" data element require translation to the National classifications for this attribute.
- **ANZSIC (industry) Identifier (of the employer)**
The training authority currently collects the ASIC code. These codes require conversion to the ANZSIC codes to meet the National standard.

The training authority currently collects all the information corresponding to the AVETMISS attributes for the Employer entity.

Table 4.9f: A comparison of the AVETMISS Training Contract attributes with the data elements in the Tasmanian CITS statistical system

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	TASMANIA (CITS)
Training Contract Identifier	A code that is used to uniquely identify a training contract within a training organisation.	Reg/File No
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	Reg/File No
ASCO (occupation Type) Identifier	A code that is used to uniquely identify the ASCO category (major group, minor group, unit group) to which an occupation belongs.	ASCO Code
Workplace Postcode	The postcode associated with the address of the workplace where the trainee or apprentice spends most of his or her work time.	Emp Postcode
Credit for Prior Training (Y/N)	A flag to indicate whether or not a client involved in a training contract has been granted some credit for prior knowledge or experience.	This data element is not collected but can be derived from the allotment type codes.
Contract Status Date of Effect	The date upon which the current status of a training contract came into effect.	D/O/commencement; D/O/assignment
Contract Status Identifier (current)	A code that is used to uniquely identify the status that a contract may have.	Status current status of the file/contract
Employer Identifier (current)	A code that uniquely identifies an employer who is involved in a training contract.	Employer code
Training Contract Commencement Date	The date from which a training contract is effective.	D/O/Commencement.. Actual date of commencement.. D/O/Original commencement
Training Contract Completion Date	The date upon which a client completed (or intends to complete) the requirements of a training contract.	D/O/Nominal completion Expected date of completion D/O/Actual Termination (N8) Date of actual termination/completion of A/T/ when status = 'Completion'

Training contract data

As illustrated in Table 4.9f the training authority currently collects the following data which correspond to the attributes in the AVETMISS Training Contract entity:-

- **Training Contract Identifier**

The training contract number (ie the Reg/File No.) in the CITS system is not maintained throughout the contract in the event of cancellation. In this instance a new registration number is assigned to the training contract.

- **Client Identifier**

For the purposes of AVETMISS this attribute corresponds to the training contract number because the CITS system does not maintain a separate person identification number.

- **ASCO (occupation Type) Identifier**

- **Workplace postcode**

- **Credit for Prior Training (Y/N)**

This is not an attribute in the system but can be derived from the allotment type codes.

- **Contract Status Date of Effect**

- **Contract Status Identifier (current)**

The local values for the "status" data element require translation to the National classifications for this attribute.

- **Employer Identifier (current)**

- **Training Contract Commencement Date**

- **Training Contract Completion Date**

CITS stores the nominal and expected completion date. The actual completion date can be derived from the D/O/Actual Termination when the status = 'Completion'.

The training authority currently collects or can derive the information which corresponds to the AVETMISS attributes for the Training Contract entity.

4.10 Victoria

This section provides a comparative analysis of the data elements contained in the Victorian apprenticeship (APPSYS) and traineeship (ATS) statistical systems with the AVETMIS Standard. These comparisons are illustrated in Tables 4.10a to 4.10f.

Client (trainee) data

As illustrated in Table 4.10a the training authority currently collects the following data which correspond to the attributes in the AVETMISS Client entity:-

- **Client Identifier**
The apprentice registration number and the trainee number act as the client identifier for the purpose of the national collection because these databases do not store a separate person identification number.
- **Encrypted Identifier**
The surname is stored in the databases but the encryption algorithm is yet to be determined by NATMISS.
- **Highest School Level Completed**
This data element does not necessarily represent the *highest completed* school level it may represent the level when the apprentice/trainee left school.
- **Sex**
- **Date of Birth**
- **Residential Postcode**
- **Country (of birth) Identifier**
The local values for the country of birth require translation to the National classifications.

Table 4.10a: A comparison of the AVETMISS Client attributes with the data elements in the Victorian APPSYS and ATS statistical systems.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	VICTORIA APPRENTICESHIPS (APPSYS)	VICTORIA TRAINEESHIPS (ATS)
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	A_regno (N7)	(trainees) TR_number
Encrypted Identifier	A code generated by encrypting the name of a VET client using a non-reversible encryption method.	(App_rec) A_surname (25)	(trainees) Tr_surname
Highest School Level Completed	The highest level of secondary school that a client has completed (eg. Year 10, 11, 12).	(App_rec) A_education (2)	TR_last_school_year
Year Highest School Level Completed	The calendar year in which a client completed his or her highest school level.	No	No
Sex	The sex of a client.	(App_rec) Sex_code (1)	(trainee) TR_sex (1)
Date of Birth - Day - Month - Year	The date on which a client was born. The day of the month on which a client was born. The month in which a client was born. The year in which a client was born.	(App_rec) Date_of_birth (N6)	(trainees) Date_of_birth
Residential postcode	The postcode of the usual residence of the client.	(App_rec) A_Postcode (N4)	(trainees) TR_Post_code (4)
Aboriginal/Torres Strait Islander (Y/N)	A flag that indicates whether or not the client has declared him or herself to be of Aboriginal or Torres Strait Islander origin.	No	No, this is only a flag which is not differentiated. TR_Disadvantaged (1)
Language (spoken at home) Identifier	A code that is used to uniquely identify a language or language group commonly used by a client at home.	No	No
Employment Category Identifier	A code that is used to uniquely identify a category of employment.	No	No
Country (of Birth) Identifier	A code that is used to uniquely identify the country of birth of a client.	(app_rec) A_country_code (N3)	(trainees) Tr_country_of_birth_code 3
Overseas Full Fee Paying Client (Y/N)	A flag to indicate whether or not a client is an overseas resident who has made arrangements to obtain training in Australia through a fully commercial arrangement.	No	No
English Assistance Requested (Y/N)	A flag to indicate whether or not a client has requested assistance with English.	No	No
Residential Collector District	A code identifying the ABS collector district in which a client normally resides.	Not applicable	Not applicable
Adult and Community Education (Y/N)	A flag that indicates whether or not the client has participated in an Adult and Community Education program.	No	No
Disability Flag (Y/N)	A flag to indicate whether or not a client has a disability.	No	No, only store a disadvantage flag
Assistance for Disability (Y/N)	A flag to indicate whether or not a client has requested assistance because of a disability.	No	No
Prior Educational Achievement Flag (Y/N)	A flag to indicate whether or not a prior educational achievement has been attempted or completed.	No	No

The following data items are not collected by the training authority which correspond to the AVETMISS Client entity:-

- **Year Highest School Level Completed**
- **Aboriginal/Torres Strait Islander (Y/N)**
This attribute is not collected in the apprenticeship system. The traineeship system maintains a disadvantage field but the values are not differentiated (ie. it contains aboriginal/disabled/long term unemployed as one category).
- **Language (spoken at home) Identifier**
- **Employment Category Identifier**
- **Overseas Full Fee Paying Client (Y/N)**
- **English Assistance Requested (Y/N)**
- **Residential Collector District**
This is not applicable to this state training authority.
- **Adult and Community Education (Y/N)**
- **Disability Flag (Y/N)**
- **Assistance for Disability (Y/N)**
- **Prior Educational Achievement Flag (Y/N)**

Table 4.10b: A comparison of the AVETMISS Client Disability attributes with the data elements in the Victorian APPSYS and ATS statistical systems.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	VICTORIA APPRENTICESHIPS (APPSYS)	VICTORIA TRAINEESHIPS (ATS)
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	A_regno (N7)	(trainees) TR_number
Disability Type Identifier	A code that is used to uniquely identify the category to which a disability belongs.	No	No

Table 4.10c: A comparison of the AVETMISS Client Prior Educational Achievement attributes with the data elements in the Victorian APPSYS and ATS statistical systems.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	VICTORIA APPRENTICESHIPS (APPSYS)	VICTORIA TRAINEESHIPS (ATS)
Client identifier	A code that is used to uniquely identify a client within a training organisation.	A_regno (N7)	(trainees) TR_number
Prior Educational Achievement Identifier	A code that uniquely identifies a category of prior educational achievement.	No	No
Completion Flag (Y/N)	A flag to indicate whether or not a prior educational achievement has been completed.	No	No

Client Disability

As illustrated in Table 4.10b the training authority collects the following data which correspond to the attributes in the AVETMISS Client Disability entity:-

- **Client Identifier**

The following data items are not collected by the training authority which correspond to the AVETMISS Client Disability entity:-

- **Disability Type Identifier**

In the traineeship database this disability category is not defined, although there exists a disadvantaged indicator.

Client Prior Educational Achievement

As illustrated in Table 4.10c the training authority currently collects the following data which correspond to the attributes in the AVETMISS Client Prior Educational Achievement entity:-

- **Client Identifier**

The following data items are not collected by the training authority which correspond to the AVETMISS Client Prior Educational Achievement entity:-

- **Prior Educational Achievement Identifier**

- **Completion Flag (Y/N)**

Table 4.10d: A comparison of the AVETMISS Contract History attributes with the data elements in the Victorian APPSYS and ATS statistical systems.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	VICTORIA APPRENTICESHIPS (APPSYS)	VICTORIA TRAINEESHIPS (ATS)
Training Contract Identifier	A code that is used to uniquely identify a training contract within a training organisation.	(app_rec) A_regno (N7)	(traineeships) TR_number
Contract History Date of Effect	For a Training Contract, the date upon which a change of contract status, employer or training contract identifier came into effect.	status_effdate (N6)	date_concluded
Contract Status Identifier	A code that is used to uniquely identify the status that a contract may have.	status_code status_ind This can be derived from the record as displayed (for example current, completed successfully, completed unsuccessfully)	This can be derived from the date_concluded field (if blank then it is current)
Employer Identifier	A code that uniquely identifies an employer who is involved in a training contract.	(emprec) E_regno	(employers) employer_number employer_location
Training Contract Identifier (previous)	A code that is used to uniquely identify a training contract within a training organisation.	Not applicable.	Not applicable.

Contract History data

As illustrated in Table 4.10d the training authority currently collects the following data which correspond to the attributes in the AVETMISS Contract History entity:-

- ♦ **Training Contract Identifier**

The registration number is retained throughout the training contract.

- ♦ **Contract History Date of Effect**

- ♦ **Contract Status Identifier**

This is not an attribute in the database for apprenticeships but can be derived from the record as displayed (i.e. a record type of current, completed_successfully, completed_unsuccessfully, cancelled, deferred etc.). For the traineeship system, this can be derived from the date_concluded field. If the entry is blank then this indicates a current status and if the entry contains a date then the contract is concluded (i.e. completed or terminated). The derived local values require translation to the National classifications for this attribute.

- ♦ **Employer Identifier**

The following data items are not collected by the training authority which correspond to the AVETMISS Contract History entity:-

- ♦ **Training Contract Identifier (previous)**

This attribute is not applicable to the Victorian system as the registration number is maintained throughout the contract.

The training authority currently collects or can derive the information which corresponds to the AVETMISS attributes for the Contract History entity.

Table 4.10e: A comparison of the AVETMISS Employer attributes with the data elements in the Victorian APPSYS and ATS statistical systems.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	VICTORIA APPRENTICESHIPS (APPSYS)	VICTORIA TRAINEESHIPS (ATS)
Employer Identifier	A code that uniquely identifies an employer who is involved in a training contract.	(emp_rec) E_regno Plus the text for the location	(employers) employer_number employer_location
Employer Postcode	A postcode associated with the business address of an employer involved in a training contract.	(emp_rec) e_bus_postcode (N4)	(employers) Employer_postcode (4)
Employer Legal Name	The legal name of an employer identified by an employer identifier.	(emp_rec) E_Incorp_Name 1-2	(employers) employer_name (50)..location = '0' = legal name
Employer Trading Name	The name under which an employer conducts business.	(emp_rec) E_tradingName 1-2	(employers) employer_name (50)..location >= 10 trading name
Employer Size (number of employees)	An indication of the size of an employer organisation in terms of the number of people employed.	No, collect the number of apprentices.	No
Employer Type Identifier	A code that uniquely identifies the category to which an employer type belongs.	(emp_rec) employer_type (1)	(employers) employer_type (3)
ANZSIC (Industry) Identifier (of the employer)	A code which is used to uniquely identify the ANZSIC category (division, sub-division, class and unit) to which an industry belongs.	No (the ASIC code is held against the apprentice record)	No

Employer data

As illustrated in Table 4.10e the training authority currently collects the following data which correspond to the attributes in the AVETMISS Employer entity:-

- **Employer Identifier**

A unique employer identifier constitutes the employer number plus the location of the employer.

- **Employer Postcode**

- **Employer Legal Name**

- **Employer Trading Name**

- **Employer Type Identifier**

The local values for the Employer Type require translation to the national classifications for this attribute.

The following data items are not collected by the training authority which correspond to the AVETMISS Employer entity:-

- **Employer Size**

The apprenticeship system currently collects details of the tradespersons and apprentices employed in this apprenticeship trade (ie the number of apprentices and probationary employees, final year apprentices and number of tradespersons) not the number of employees. There is no information of this type in the traineeship system.

- **ANZSIC (Industry) Identifier of the employer**

Table 4.10f: A comparison of the AVETMISS Training Contract attributes with the data elements in the Victorian APPSYS and ATS statistical systems.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	VICTORIA APPRENTICESHIPS (APPSYS)	VICTORIA TRAINEESHIPS (ATS)
Training Contract Identifier	A code that is used to uniquely identify a training contract within a training organisation.	(app_rec) A_regno (N7)	(traineeship) TR_number
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	A_reg_no	(trainees) Tr_number
ASCO (occupation Type) Identifier	A code that is used to uniquely identify the ASCO category (major group, minor group, unit group) to which an occupation belongs.	trade name/ASCO	No
Workplace Postcode	The postcode associated with the address of the workplace where the trainee or apprentice spends most of his or her work time.	(emp_rec) e_bus_postcode (N4)	(employers) employer_post_code
Credit for Prior Training (Y/N)	A flag to indicate whether or not a client involved in a training contract has been granted some credit for prior knowledge or experience.	(app_rec) A_credit_ind (1)	(trainees) Tr_credits ; not really used derived initially from the training agreement.
Contract Status Date of Effect	The date upon which the current status of a training contract came into effect.	status_effdate (N6)	date_concluded
Contract Status Identifier (current)	A code that is used to uniquely identify the status that a contract may have.	status_code (2)/ status_ind (2)	deferral codes departure codes
Employer Identifier (current)	A code that uniquely identifies an employer who is involved in a training contract.	(emp_rec) E_Regno	Tr_employer_number
Training Contract Commencement Date	The date from which a training contract is effective.	(app_rec) a_start_date (N6)	(trainees) Tr_commencement_date
Training Contract Completion Date	The date upon which a client completed (or intends to complete) the requirements of a training contract.	(app_rec) a_exp_completion (N6) (app_rec) A_actual_completion (N6)	(trainees) Tr_anticipated_completion_date (trainees) Tr_completion_date

Training Contract data

As illustrated in Table 4.10f the training authority currently collects the following data which correspond to the attributes in the AVETMISS Training Contract entity:-

- **Training Contract Identifier**
This registration number remains the same throughout the apprenticeship.
- **Client Identifier**
For the purposes of the national collection this number is the same as the training contract identifier (ie registration number).
- **ASCO (occupation Type) Identifier** (apprenticeships only)
- **Workplace Postcode**
- **Credit for Prior Training (Y/N)**
This is not an attribute in the system but can be derived from other sources. For the traineeship database the credit field is not often used but could be derived initially from the training agreement. In the apprenticeship system the credit flag can be derived from the credit indicator.
- **Contract Status Date of Effect**
- **Contract Status Identifier (current)**
The local values which correspond to this attribute require translation to the national classifications.
- **Employer Identifier (current)**
- **Training Contract Commencement Date**
- **Training Contract Completion Date**
The training authority stores an expected completion and the actual completion date.

The following data items are not collected by the training authority which correspond to the AVETMISS Training Contract entity:-

- **ASCO (occupation type) identifier** (traineeships only)

4.11 Western Australia

This section provides a comparative analysis of the data elements contained in the Western Australian TRS statistical system with the AVETMIS standard. These comparisons are illustrated in Table 4.11a to 4.11f.

Client (trainee) data

As illustrated in Table 4.11a the training authority currently collects the following data which correspond to the attributes in the AVETMISS Client entity:-

- **Client Identifier**

The person number is a unique identification number which is maintained throughout the training contract. This consists of the <year of first entry> and a <sequential number>.

- **Encrypted Identifier**

The surname is collected by the Training Authority but the encryption algorithm is yet to be determined by NATMISS.

- **Highest School Level Completed**

This attribute is stored as a code rather than an actual year level. The local codes require conversion to actual year levels in order to meet the national standard.

- **Year Highest School Level Completed**

- **Sex**

- **Date of birth**

- **Residential Postcode**

- **Aboriginal/Torres Strait Islander (Y/N)**

- **Country (of birth) Identifier**

The local values for the country codes require translation to the national classifications for this attribute.

- **Disability Flag (Y/N)**

Table 4.11a: A comparison of the AVETMISS Client attributes with the data elements in the Western Australian TRS statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	WESTERN AUSTRALIA (TRS)
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	Person_number (6) = <1st year of entry> & <sequential number>
Encrypted Identifier	A code generated by encrypting the name of a VET client using a non-reversible encryption method.	Last_name (20)
Highest School Level Completed	The highest level of secondary school that a client has completed (eg. Year 10, 11, 12).	Edu_cert_code (C1) Indicates the last school certificate the person gained.
Year Highest School Level Completed	The calendar year in which a client completed his or her highest school level.	study_year (smallint) the last year completed
Sex	The sex of a client.	Sex (char 1)
Date of Birth - Day - Month - Year	The date on which a client was born. The day of the month on which a client was born. The month in which a client was born. The year in which a client was born.	DOB (Date)
Residential Postcode	The postcode of the usual residence of the client.	Post code
Aboriginal/Torres Strait Islander (Y/N)	A flag that indicates whether or not the client has declared him or herself to be of Aboriginal or Torres Strait Islander origin.	Aboriginal (char 1) A flag to indicate whether the person is an Aboriginal/Torres Strait Islander
Language (spoken at home) Identifier	A code that is used to uniquely identify a language or language group commonly used by a client at home.	No. There is an 'Other language' indicator (ie. Y/N)
Employment Category Identifier	A code that is used to uniquely identify a category of employment.	No.
Country (of Birth) Identifier	A code that is used to uniquely identify the country of birth of a client.	Country_code
Overseas Full Fee Paying Client (Y/N)	A flag to indicate whether or not a client is an overseas resident who has made arrangements to obtain training in Australia through a fully commercial arrangement.	No
English Assistance Requested (Y/N)	A flag to indicate whether or not a client has requested assistance with English.	No, not an attribute in the system but a 'Poor_English indicator' is stored in the db.
Residential Collector District	A code identifying the ABS collector district in which a client normally resides.	No
Adult and Community Education (Y/N)	A flag that indicates whether or not the client has participated in an Adult and Community Education program.	No
Disability Flag (Y/N)	A flag to indicate whether or not a client has a disability.	Disability (char 1). This is a flag for disability.
Assistance for Disability (Y/N)	A flag to indicate whether or not a client has requested assistance because of a disability.	No
Prior Educational Achievement Flag (Y/N)	A flag to indicate whether or not a prior educational achievement has been attempted or completed.	No

The following data items are not collected by the training authority which correspond to the AVETMISS Client entity:-

- **Language (spoken at home) Identifier**

Only an "other language" indicator (ie Yes/No) is stored in the database.

- **Employment Category Identifier**

- **Overseas Full Fee Paying Client (Y/N)**

- **English Assistance Requested (Y/N)**

- **Residential Collector District**

- **Adult and Community Education (Y/N)**

- **Assistance for Disability (Y/N)**

- **Prior Educational Achievement Flag (Y/N)**

Table 4.11b: A comparison of the AVETMISS Client Disability attributes with the data elements in the Western Australian TRS statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	WESTERN AUSTRALIA (TRS)
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	Person_number
Disability Type Identifier	A code that is used to uniquely identify the category to which a disability belongs.	No Disability (char 1); Colour_vision (char 1) which is trade specific

Table 4.11c: A comparison of the AVETMISS Client Prior Educational Achievement attributes with the data elements in the Western Australian TRS statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	WESTERN AUSTRALIA (TRS)
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	Person_number
Prior Educational Achievement Identifier	A code that uniquely identifies a category of prior educational achievement.	No
Completion Flag (Y/N)	A flag to indicate whether or not a prior educational achievement has been completed.	No

Client Disability

As illustrated in Table 4.11b the training authority currently collects the following data which correspond to the attributes in the AVETMISS Client Disability entity:-

- **Client Identifier**

The following data items are not collected by the training authority which correspond to the AVETMISS Client Disability entity:-

- **Disability Type Identifier**

The system stores an indicator for disability but not the category for disability, although there is a flag for colour vision which is trade specific.

Client Prior Educational Achievement

As illustrated in Table 4.11c the training authority currently collects the following data which correspond to the attributes in the AVETMISS Client Prior Educational Achievement entity:-

- **Client Identifier**

The following data items are not collected by the training authority which correspond to the AVETMISS Client Prior Educational Achievement:-

- **Prior Educational Achievement Identifier**

- **Completion Flag (Y/N)**

Table 4.11d: A comparison of the AVETMISS Contract History attributes with the data elements in the Western Australian TRS statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	WESTERN AUSTRALIA (TRS)
Training Contract Identifier	A code that is used to uniquely identify a training contract within a training organisation.	Apprenticeship_number (smallint) eg <901111><A or T> < Ref No>
Contract History Date of Effect	For a Training Contract, the date upon which a change of contract status, employer or training contract identifier came into effect.	Date_commenced/Cancellation date
Contract Status Identifier	A code that is used to uniquely identify the status that a contract may have.	Training status (2) current status of the apprentice
Employer Identifier	A code that uniquely identifies an employer who is involved in a training contract.	Employer number (7)
Training Contract Identifier (previous)	A code that is used to uniquely identify a training contract within a training organisation.	No

Contract History data

As illustrated in Table 4.11d the training authority currently collects the following data which correspond to the attributes in the AVETMISS Contract History entity:-

- **Training Contract Identifier**

The apprenticeship number consists of three components <person number> which constitutes the year of first entry and the sequential number, <training contract type> and a <reference number> (e.g. 901111/A/2). The person number and contract type is maintained unless the trainee commences a different contract type. In contrast the reference number changes sequentially with the change of status. Therefore for the purposes of AVETMISS the first two components could be used as the corresponding identifier to the training contract.

- **Contract History Date of Effect**

- **Contract Status Identifier**

The local values which correspond to this attribute require translation to the national classifications.

- **Employer Identifier**

The following data items are not collected by the training authority which correspond to the AVETMISS Contract History entity:-

- **Training Contract Identifier (previous)**

This is not applicable to the Western Australian system because the contract number (i.e. the person number) and contract type is maintained throughout the contract.

The training authority currently collects the information which corresponds to the AVETMISS attributes for the Contract History entity.

Table 4.11e: A comparison of the AVETMISS Employer attributes with the data elements in the Western Australian TRS statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	WESTERN AUSTRALIA (TRS)
Employer Identifier	A code that uniquely identifies an employer who is involved in a training contract.	Employer number (7)
Employer Postcode	A postcode associated with the business address of an employer involved in a training contract.	Registered postcode
Employer Legal Name	The legal name of an employer identified by an employer identifier.	Employer Partner name
Employer Trading Name	The name under which an employer conducts business.	Employer trading name
Employer Size (number of employees)	An indication of the size of an employer organisation in terms of the number of people employed.	Workforce (66) The number of employees employed within the business
Employer Type Identifier	A code that uniquely identifies the category to which an employer type belongs.	Govt_Dept_code
ANZSIC (industry) Identifier (of the employer)	A code which is used to uniquely identify the ANZSIC category (division, sub-division, class and unit) to which an industry belongs.	Industry_code (char 4) (first level of ASIC)

Employer data

As illustrated in Table 4.11e the training authority currently collects the following data which correspond to the attributes in the AVETMISS Employer entity:-

- ♦ **Employer Identifier**
- ♦ **Employer Postcode**
- ♦ **Employer Legal Name**
- ♦ **Employer Trading Name**
- ♦ **Employer Size (number of employees)**
- ♦ **Employer Type Identifier**
The local values for the Employer type require translation to the national classifications.
- ♦ **ANZSIC (industry) Identifier of the employer**
The ASIC code is collected by the training authority. These values require translation to the ANZSIC standard.

The training authority currently collects the information which corresponds to the AVETMISS attributes for the Employer entity.

Table 4.11f: A comparison of the AVETMISS Training Contract attributes with the data elements in the Western Australian TRS statistical system.

AVETMISS ATTRIBUTES	AVETMISS DEFINITIONS	WESTERN AUSTRALIA (TRS)
Training Contract Identifier	A code that is used to uniquely identify a training contract within a training organisation.	Apprenticeship_number (smallint)
Client Identifier	A code that is used to uniquely identify a client within a training organisation.	Person_number (16)
ASCO (occupation Type) Identifier	A code that is used to uniquely identify the ASCO category (major group, minor group, unit group) to which an occupation belongs.	ASCO trade categories (2 digits)
Workplace Postcode	The postcode associated with the address of the workplace where the trainee or apprentice spends most of his or her work time.	Employer site postcode
Credit for Prior Training (Y/N)	A flag to indicate whether or not a client involved in a training contract has been granted some credit for prior knowledge or experience.	Derived from "ed_claimed" and/or "exp_claimed" indicators
Contract Status Date of Effect	The date upon which the current status of a training contract came into effect.	Cancellation date etc.
Contract Status Identifier (current)	A code that is used to uniquely identify the status that a contract may have.	Training status
Employer Identifier (current)	A code that uniquely identifies an employer who is involved in a training contract.	Employer_number (7)
Training Contract Commencement Date	The date from which a training contract is effective.	Commenced_date The date a person commences on apprenticeships.
Training Contract Completion Date	The date upon which a client completed (or intends to complete) the requirements of a training contract.	Date_completed The date the apprentice is scheduled to be completed. The actual date can be derived from the intended completion when/if the contract has been completed.

Training Contract data

As illustrated in Table 4.11f the training authority currently collects the following data which correspond to the attributes in the AVETMISS Training Contract entity:-

- **Training Contract Identifier**

The apprenticeship number consists of three components the <person number> which constitutes the year of first entry and the sequential number, <training contract type> and the <reference number> (e.g. 901111/A/2). The person number and contract type is maintained unless the trainee commences a different contract type. In contrast the reference number changes sequentially with the change of status. Therefore for the purposes of AVETMISS the first two components could be used as the corresponding identifier to the training contract.

- **Client Identifier**

The person number is maintained throughout the training contract.

- **ASCO (occupation Type) Identifier**

The system only stores trade categories.

- **Workplace Postcode**

- **Credit for Prior Training (Y/N)**

This is not an attribute in the database but the flag can be derived from the 'education/experienced claimed' indicators.

- **Contract Status Date of Effect**

- **Contract Status Identifier (current)**

The local values which correspond to this attribute require translation to the national classifications.

- **Employer Identifier (current)**

- **Training Contract Commencement Date**

- **Training Contract Completion Date**

The intended completion date is a dynamic field and changes according to the transactions or status changes of the training contract. The actual completion date of the training contract eventually corresponds to the intended completion date if the contract is actually completed.

The training authority currently collects or can derive the information which corresponds to the AVETMISS attributes for the Training Contract entity.

5 National Classifications

The most vital ingredient of a national collection is the classifications which enable the translation of local codes onto a common consistent platform. The information in this section is structured in a manner which permits a clear view of the local classifications and consequently provides a framework from which to derive National standards.

It is the aim of this section of the report to produce National Classifications for the Contract of Training area in terms of the following attributes:-

- Contract Status
- Employer Type

This involves a comparison of the current local usage of the values which represent the above data elements and a search for commonalities and differences in order to develop appropriate classifications for a National data collection.

The TSWP also initially investigated national classifications for Contract Status Reason, Award Category and Contract Type in relation to the contract of training area. These data requirements have since been deleted from the NATMISS Business Model. However, for historical purposes and for completeness of the report a comparative analysis of these data elements are featured in the Appendix.

5.1 Contract Status

Table 5.1a illustrates the diversity of the values which correspond to the Contract Status attribute. The diversity of the collection of status information includes:-

- ♦ The Australian Capital Territory and the Northern Territory maintain a status for the opening and closing of the contract.
- ♦ The status information for Queensland and Tasmania include cancellation reasons.
- ♦ The other states store a diverse range of contract status types to various degrees of detail.

In spite of this apparent variation the status of the contract tends to fall into the following categories as indicated in Table 5.1b :-

- ♦ **Active**
This includes new commencements, recommencements, approvals, transfers, pending cancellations and current/live status.

This category could be further subdivided to include:-
 - (a) Active - new commencements
 - (b) Active - recommencements
 - (c) A pending status to include those contracts which are awaiting action.
- ♦ **Cancelled**
This includes cancellations and abandonments.
- ♦ **Completed**
This includes completion which is successful, not successful, early completion, completion certificate not issued.
- ♦ **Expired**
This category includes the expiration and lapsing of contracts.
- ♦ **Suspended**
This includes suspensions and deferred training contracts.
- ♦ **Withdrawn**
This includes the termination of a contract during the probationary period.
- ♦ **Other status information** (not fitting into the above categories).

Table 5.1a: A list of the contract status data values

AUSTRALIAN CAPITAL TERRITORY	NEW SOUTH WALES	NORTHERN TERRITORY	QUEENSLAND	SOUTH AUSTRALIA	TASMANIA	VICTORIA	WESTERN AUSTRALIA
Open Status Code ASS = Assigned NEW = New Commencement REC = Recommenced (ACT) SUB = Subsequent (Interstate) (cf. nsw - act) TRA = Transfer Close Status Code ASS = Assigned CAN = Cancelled COM = Completed TDP = Terminated in Probationary TRA = Transferred ATS - includes deferral	APS_status A = Approved B = Abandoned C = Indentures cancelled D = Approval pending E = Expired F = Completed P = Probation period extended R = Indentures registered S = Indentures assigned T = Trainee terminated U = Assignment pending W = Withdrawn X = Application rejected Y = Cancellation pending Z = Corrective services inmate	Northern Territory has an Open and Close status dimension:- Participation Status AA = Applied for approval AN = Applied for NTFS - ATS AS = By assignment NW = First time in this Voc/Program RC = Recommenced within NT SB = Recommenced from interstate Participation cessation Reason:- AP = Approved AS = Change of Employer CA = Cancelled CO = Completed EX = Expired NP = Not approved RD = Resigned TM = Terminated WD = Withdrew from course	Status Information 01 = Record Live 01 = Completion of Term of Indenture 02 = Termination during Probationary Period 03 = Lack of aptitude 04 = Inability to cope with Technical Course 05 = Incompatibility 06 = Lack of Employer Training 07 = Closure of Business 08 = Death (No stationary to be sent) 09 = Dissatisfaction with Training 10 = Failure to Pass College 11 = Income 12 = Work Conditions 13 = Unsatisfactory Work Record 14 = Apprentice misconduct 15 = Mutual consent 16 = Completion - not locatable 17 = S.A.P./Out of trade - Qld Apprentice 18 = No official allotment 19 = Party not locatable 20 = Committee decision Pending - CTA deferral 80 = Cancelling - Pending Reallotment 99 = Skilled Worker Status ATS:- 01 = Pending allotment 02 = Pending cancellation 10 = Alive 11 = Re-allotment 30 = Completion (successful) 31 = Completion (unsuccessful) 32 = Auto completed - No TRB 40-58 cancellation 44-45 transferred Inter/intrastate 49 = suspension of training	Trainee Status 00 = Intent to train received 01 = Intent received - contracts prepared 02 = Withdrawn 03 = Current 04 = Cancelled (Final) 05 = Suspended 06 = Completed - Certificate not issued 07 = Certificate issued 08 = Cancelled (out of vocation) 09 = Current Trainee - Employer withdrawn Trainee Event 01 = Cancellation (final) 02 = Cancellation (Out of Vocation) 03 = Withdrawal 04 = Suspension 05 = Transfer 06 = Credit 07 = Extension 08 = Revert Status Where is '09' 10 = Change of Vocation 11 = Recommencement 12 = Current Trainee - Employer Withdrawn	Status Codes 00 = Record is still active 01 = Completion 02 = Cancelled in probation 03 = Lack of trade aptitude or unsuited to occupation 04 = Inability to cope with technical course 05 = Inability to get along with others 06 = Inability of employer to provide training/range of work 07 = Closure of Business 08 = Illness/accident 09 = Dissatisfaction with training provided 10 = Dissatisfaction with technical college 11 = Dissatisfaction with income 12 = Dissatisfaction with working conditions 13 = Unsatisfactory work record 14 = Misconduct 15 = Other 16 = Work related health condition 17 = Death 18 = Full time study 19 = Departure from state 20 = Enlisted in military service 21 = Abandoned employment 22 = Conviction - Law Court 23 = Redundancy 24 = To other full time employment 25 = To apprenticeship (ex traineeship) 26 = Employer & Employee incompatible 27 = Departure from Regional Area 28 = Lapse	APPSYS:- This corresponds to records:- Early completion C & J has been completed due to proficiency Cancellation (to be verified) ATS:- deferral cancellation current early (successful) completion successfully gained certificate	Training Status Codes AP = Active Probationer AR = Active Registered Apprentice AT = Active but pending transfer C = Completed CP = Cancelled Probationer CR = Cancelled Registered I = Industrial Trainee P = Pre-apprentice SP = Suspended Full-time SG = Suspended Full-time and pending transfer SP = Suspended Part-time SQ = Suspended Part-time & Pending Transfer TC = Traineeship Cancelled TP = Traineeship commenced TR = Traineeship Registered

Table 5.1b: A national comparison of contract status in the STA statistical systems.

	AUSTRALIAN CAPITAL TERRITORY	NEW SOUTH WALES	NORTHERN TERRITORY	QUEENSLAND	SOUTH AUSTRALIA	TASMANIA	VICTORIA	WESTERN AUSTRALIA
ACTIVE	Open status = Assigned Open status = New commencement Open status = Recommended (ACT) Open status = SUB Subsequent (Interstate)	A = Approved D = Approval pending P = Probationary Period Extended R = Indentures registered S = Indentures assigned U = Assignment pending Y = Cancellation pending Z = Corrective services inmate	AS = By assignment/change of employer NW = First time in this Voc/Program RC = Recommended within NT SB = Recommended from interstate (when no cessation code is used, ie not closed)	00 = Record Live 01 = Pending allotment (T) 02 = Pending cancellation 10 = Alive (T) 11 = Reallotment (T)	00 = Intent to train received 01 = Intent received - contracts prepared 03 = Current 09 = Current Trainee - Employer Withdrawn	00 Record is still active	current (T)	AP Active Probation AR Active Registered AT Active but pending transfer TP Traineeship commenced TR Traineeship registered I Industrial Trainee P Pre-apprentice
CANCELLED	Close status = Cancelled	B = Abandoned C = Indentures cancelled B = Abandoned	CA = Cancelled TM = Terminated OT = Out of training	03 to 20 status/reasons cancellation 40-58 Cancellation reasons (T)	04 = Cancelled (Final) 08 = Cancelled (out of trade)	03 to 27 Status codes cancellation reasons	cancelled (T)	CR Cancelled Registered TC Traineeship Cancelled
COMPLETED	Close status = Completed	F = Completed	CO = Completed	01 = Completion of term of indenture 30 = Completion (successful) (T) 31 = Completion (unsuccessful) (T) 32 = Auto completed - no TRB (T)	06 = Completed - Certificate not issued 07 = Certificate issued	01 = Completion	1 = Successfully gained certificate (from departure reasons) (T) 25 = Early successful completion (T)	C Completed
EXPIRED		E = Expired	EX = Expired			28 = Lapse		
SUSPENDED	DEF = Deferred (ATS)			49 = Suspension of Training (T)	05 = Suspended		deferral (T)	SF Suspended Full-time SG Suspended Full-time and pending transfer SP Suspended Part-time SQ Suspended Part-time & Pending
WITHDRAWN	Close status = Terminated in Probationary	W = Withdrawn ? T = Trainee terminated	TM = Terminated	02 = Termination during Probationary period	02 = Withdrawn (Probationary)	02 = Cancelled in probation		CP Cancelled Probationer
OTHER	Close/open status = Transfer	X = Application rejected						

It is recommended that the AVETMISS Contract Status adopt the following values:-

1. Active
2. Active (Recommendation)
3. Cancelled
4. Completed
5. Expired
6. Suspended
7. Withdrawn
8. Pending

Although these values for the Contract Status are recommended they require the development of appropriate definitions to ensure consistency in extraction, translation of the local values to the national standards and national reporting purposes.

A national comparison of these aspects of the contract of training are provided on the following pages in order to:-

- (a) capture the variation in terminology and
- (b) develop common definitions which can be adopted by the state and territory training authorities for the national data collection process.

Tables 5.1c to 5.1g illustrate the variation in terminology and are structured to enable definitions to be derived for national usage.

The adoption of the following classifications for the AVETMISS Contract Status is recommended (refer recommendation 4.1a).

1. *Active:- A contract under which the apprentice or trainee is training in a particular vocation for the first time.*
2. *Active (Recommendation):- A contract under which the apprentice or trainee is training in a particular vocation, having had a previous training contract in the same vocation terminated.*
3. *Withdrawn:- A contract which has been terminated during the probationary period.*
4. *Completed:- A contract for which all of the prescribed requirements have been successfully met.*
5. *Expired:- A contract for which the term has expired without the apprentice or trainee attaining the required competency standards.*
6. *Cancelled:- A contract which has been terminated after the probationary period.*
7. *Suspended:- A contract which has been interrupted for any reason other than termination.*
8. *Pending:- A contract whose status is currently indeterminate, but which must be clarified at a later date.*

Table 5.1c: Cancellation definitions

STATE/TERRITORY	TERM	DEFINITION
AUSTRALIAN CAPITAL TERRITORY	Termination	Cancellation of a Contract of Training for any of the following reasons:- Abandonment of trade, Mutual consent, by determination of the authority, qualifying early, closure of business/lack of work.
NEW SOUTH WALES	Cancellation	Termination by mutual agreement or by the commissioner etc. of an indenture.
NORTHERN TERRITORY	Cancellation	Cancellation of training by mutual consent. A contract of training may, by instrument in writing signed by the parties to the contract be cancelled by mutual consent of the parties.
QUEENSLAND	Cancellation	When either or all parties to the indenture make application to cancel the indenture and it is approved by the State Training Council
SOUTH AUSTRALIA	Cancellation	Once the prescribed probationary period has been completed no Contract of Training can be cancelled or terminated by any party to the contract other than with the approval of the Commission or if determined by the Disputes and Disciplinary Committee established under the Act.
TASMANIA	Cancellation	Cancellation may happen in two ways: (1) by the mutual consent of both parties (also the parent/guardian if under 18) (2) by order of the Training Authorities eg if the employer or apprentice cannot be contacted, or if either party will not agree to the cancellation for any given reason and the Training Authority needs to intervene.
VICTORIA	Cancellation	Anyone agrees to mutually decide to cancel.
WESTERN AUSTRALIA	Cancellation	(apprenticeship) : Can occur due to a mutual agreement between the parties or action taken under various sections of the Act and regulations. (traineeships) : Is less formal than in apprenticeships as any party to the Traineeships only has to give the required notice and then leave.

The variation of the definition of cancellation:-

- Termination vs cancellation of a training contract.
- Cancellation after probationary period.

Table 5.1d: Commencement definitions

STATE/TERRITORY	DEFINITION
AUSTRALIAN CAPITAL TERRITORY	Start of an Approved Training Program (New, Recommencement, Sub)
NEW SOUTH WALES	The date the apprentice commences an apprenticeship with an employer
NORTHERN TERRITORY	Commenced employment in a declared vocation.
QUEENSLAND	The date the apprentice commences an apprenticeship with an employer.
SOUTH AUSTRALIA	<i>Commencement</i> : The date the trainee commences in a declared vocation with an employer. <i>Recommencement</i>: A trainee may recommence in the same vocation, providing the prior contract has been cancelled.
TASMANIA	<i>Apprenticeship commencement</i>: Receive a 'contract of training' which is signed by all parties (employer, apprentice, parent/guardian - if under 18). Checks are then carried out for employer suitability eg. ratio apprentices/tradespersons, training capacity, also high school results compared to prerequisites for TAFE training. The contract is then inputted into CITS. <i>ATS Commencement</i> : Receive paper work from DEET which includes employer proposal and trainee details. The employer is assessed according to training capacity and a record is then inputted into CITS.
VICTORIA	<i>Commencement</i>: The date the apprentice/trainee starts the apprenticeship/traineeship. <i>Recommencement</i> - When an apprentice/trainee cancels the contract of training and recommences a new apprenticeship.
WESTERN AUSTRALIA	apprenticeship commencement: Date apprenticeship commenced traineeship commencement : Date the Trainee commenced training.

Variations to the definition of the term 'commencement':-

- The start of a "new" training contract.
- The recommencement of the apprentice/trainee.
- The commencement of an apprentice or trainee from interstate.

Table 5.1e: Completion definitions

STATE/IDENTIFIER	DEFINITION
AUSTRALIAN CAPITAL TERRITORY	Successful completion of training in accordance with the Approved Training Program
NEW SOUTH WALES	Certification (completion): Provision of a certificate on completion of training Craft/on-the-job certificate (1) No off-the-job or failed on-the-job training (2) Proficiency passed on and off-the-job.
NORTHERN TERRITORY	The trainee has demonstrated competence in the skill listed in the schedule of training thus completing the contract.
QUEENSLAND	The date an apprenticeship is completed either on the effluxion of time; or on the apprentice attaining a level of trade competence such that they may be regarded as a qualified trades person.
SOUTH AUSTRALIA	When a trainee has successfully completed the term of contract of training together with the required course of instruction (determined by the Commission) then an endorsed Certificate of Competency is forwarded to the then qualified person.
TASMANIA	(Apprentice) When the term of the apprenticeship has expired and the employer has confirmed that the apprentice has reached tradesperson proficiency. A Certificate of Competency is given if both on and off-the-job is complete. (Trainee) When the term of the traineeship has expired, the original agreement needs to be signed and returned plus the training record book completed by the on and off-the-job trainer. A Certificate of Competency is given if both the on and off-the-job is complete
VICTORIA	(1) Early completion - with approval from the employer (2) On and off-the-job training completion of the trade. (3) Completed the term of the apprenticeship (4 year)
WESTERN AUSTRALIA	Apprenticeship completion: Refers to the expiry of the term of the indenture. A trade certificate is forwarded to the apprentice on expiry of the term of indenture and successfully passing the final on-the-job assessment. Traineeship completion: Refers to the expiry of the Training Agreement. A Certificate of Proficiency is forwarded to the trainee on the expiry of the training contract and the attainment of the off and on-the-job skills as prescribed for the traineeship.

Variations of the types of completion:-

- Early completion (as agreed by the employer)
- Successful completion of on and off-the-job training.
- Completion of the on-the-job training only (ie NSW).
- Completion of the term of the contract of training (ie the apprenticeship/traineeship)
- Expiry of the term of indenture/training agreement.

Table 5.1f: Suspension definitions

STATE/TERRITORY	DEFINITION
AUSTRALIAN CAPITAL TERRITORY	Suspension of the contract until completion of an inquiry into an alleged misconduct by a trainee (ie apprentice/trainee)
NEW SOUTH WALES	
NORTHERN TERRITORY	Contract of training is suspended.
QUEENSLAND	Not an event in the Queensland system.
SOUTH AUSTRALIA	Where circumstances arise which cause an interruption to the normal term of employment and training under a contract. A contract cannot be suspended without the approval of the Commission.
TASMANIA	Not an event in the Tasmanian system.
VICTORIA	A contract of training stopped for any length of time (eg. work shortage, maternity)
WESTERN AUSTRALIA	Suspensions can occur due to (1) mutual agreement (2) action take by Office of Industrial Training following a hearing or investigation under the various section of the ACT and regulations.

Table 5.1g: Withdrawn in probation definitions

STATE/TERRITORY	TERM	DEFINITION
AUSTRALIAN CAPITAL TERRITORY	Termination	Terminated in probationary period.
NEW SOUTH WALES	Withdrawal	Termination by either party whilst under probation.
NORTHERN TERRITORY	Termination	Ceased employment in a declared vocation before the contract was signed.
QUEENSLAND	Termination	Termination during a probationary period.
SOUTH AUSTRALIA	Withdrawal	Termination by either party during the prescribed probationary period.
TASMANIA	Cancellation of probation	If either parties contact this office before the 3 months has expired, they can terminate the contract before it becomes legally binding for any reason. The probation can be extended for a further 3 months.
VICTORIA	Withdrawal	Cancelled in the probationary period
WESTERN AUSTRALIA	Cancellation	Cancelled in the probationary period.

Variation in the definition of withdrawal:-

- Deferral, withdrawal, termination and cancellation

5.2 Employer Type

As indicated in Table 5.2a, the local values which correspond to the AVETMISS Employer type attribute illustrate a similar structure. This data tends to fall into the following categories:-

- ♦ Commonwealth Government
- ♦ State Government
- ♦ Local Government
- ♦ Semi-Government
- ♦ Group Training (collected by 3 Training Authorities only)
- ♦ Private Sector

The adoption of the following classifications for the AVETMISS Employer type attribute is recommended (see Recommendation 4.1b) :-

1. *Private Sector*
2. *Group Training Scheme*
3. *Government Business Enterprise*
4. *Local Government*
5. *State Government*
6. *Commonwealth Government*

Table 5.2a: Employer type in the STA statistical systems.

AUSTRALIAN CAPITAL TERRITORY	Employer Type	C = Commonwealth Government		P = Private	S = Semi-Government	G = ACT Government		
NEW SOUTH WALES	Sector Code	F00 = Federal Government	L00 = Local Government	P00 = Private Enterprise	S00 = State or Semi-Government	S00 = State or Semi-Government		
NORTHERN TERRITORY	Organisation type	EC = Commonwealth Government	EL = Local Government	EP = Private Sector Employer	ES = Semi-Government	EG = NT Government	GT = Group Training Company	
QUEENSLAND	Employer types	2 = Federal Government	4 = Local Government	5 = Private	3 = Semi-Government	1 = State Government		
SOUTH AUSTRALIA	code1_ empsector	F = Federal Government	L = Local Government	P = Private		S = State Government	G = Group Trng Scheme	
TASMANIA	Sector	Commonwealth Government	Local Government	Private		State Government		
VICTORIA	Employer type	F = Federal Government (A) 2 = Australian Public Service (T)	L = Local Government	P = Private Sector (A) 3 = Private Sector (T)		S = State Government (A) 1 = Victorian Public Service (T)	G = Group employer (A) 5 = Group scheme (T)	4 = Public sector (T)
WESTERN AUSTRALIA	Gov_Dept_Code	4 = C for Commonwealth Government	3 = L for Local Government	1 = P for Private Employer		2 = S for State Government Instrumentalities		

(A) = Apprenticeship database

(T) = Traineeship database

6 Reporting Statistics

As illustrated in Table 6a on the following pages the statistical reporting by the State and Territory Training Authorities differs in terms of :-

- the quantity of reports
- the content of the reports
- the frequency of reporting

The difference in statistical reporting procedures between the State/Territory Training Authorities in these three areas does not of themselves present a difficulty for AVETMISS. However what is important is the date upon which the reporting is based.

The consistency of the data in a national collection is dependent upon the data elements having the same meaning and the use of a specific reference period for the events reported. This ensures that the aggregated statistics mean the same thing at a point in time. In the current statistical reporting arrangements that "reference point" varies between the date of effect which is the date the event actually occurred and the date of processing (or date of entry) which is the date the transaction was entered into the system.

As indicated in Table 6b these two approaches are used inconsistently across the State Training Authorities. Five of the STAs use the processing date while the others use the actual date. Victoria currently uses date of effect for traineeships and date of processing for apprenticeships. The outcome of the aggregation of national data on this basis is the production of inconsistent statistics and potentially misleading data available for policy planning and resource allocation.

Table 6b: A comparison of the statistical reporting dates

State/Territory	Processing date/ date of entry	Actual date/ date of effect
AUSTRALIAN CAPITAL TERRITORY		Actual Date
NEW SOUTH WALES	Processing Dates	
NORTHERN TERRITORY		Actual Date
QUEENSLAND		Actual Date
SOUTH AUSTRALIA	Date of processing	
TASMANIA	Date of entry	
VICTORIA	Processing date for apprenticeship	Actual date for traineeships
WESTERN AUSTRALIA	Processing date/Date of entry	

Table 6a: Statistical reporting arrangements

	NAME OF THE REPORT	FREQ	NAME OF THE REPORT	FREQ
A C T	Apprentice - alphabetical report	AR	Visits - activities	AR
	Apprentice by trade	AR	Visits - not visited	AR
	Apprentice History	AR	Statistics - in training	Q, Q, AR
	Apprentice over 21	AR	Statistics - New Contracts	Q, Q, AR
	Apprentice Probationary	AR	Trade - distribution	Q, Q, AR
	Apprentice due to complete	AR	Trade - closures	Q, Q, AR
	Apprentice bonus payment	AR	PAT/PVT - Summary	AR
	Employer - alphabetical report	AR	Trade Certificates issued	AR
	Employer short report	AR	New Approved Employers	AR
	Employer/apprentice report	AR	Visits	AR
	Employers of females		** Traineeship reports are similar to the apprenticeship reports	
N S W	ATS trainees:-		Apprentice:-	
	Original Applications Approved - ATS	M,Q,Y	Original Applications Approved	Infreq
	Approvals by Age/Education - ATS	M,Q,Y	Original Applications Approved by Age and Educational Standard	Infreq
	Subsequent Approvals - ATS	M,Q,Y	Subsequent Applications	Infreq
	Assignments - ATS	M,Q,Y	Approved	
	Completions/Expiries - ATS	M,Q,Y	Applications Approved to Assign	Infreq
	Withdrawn/Cancelled - ATS	Y	Indentures	
	Approvals/Completions during last 5 years	M,Q,Y	Certificates issued for Completion of Apprenticeships	Infreq
	Applications Approved for Financial Year - cumulatively	M,Q,Y	Applications withdrawn and indentures cancelled	Infreq
	Applications Approved during Calendar Year - cumulatively	M	Trainee Apprentices Terminated	M,Q,Y
	Apprentices in Training		Apprentices Approved and Completed over the last 5 yrs	Y
	New Learners by Area	Infreq	Applications Approved this Financial Year	Infreq
	ATS Trainees in Training		Applications Approved this Calendar Year	Infreq
	Total number of Apprenticeships in Training			
	Enterprises Employing Apprentices			
	Assignments - ATS			
N T	Trainees in training	M	Annual training statistics	Y
	Historical comparisons		School leaver statistics	M
	Traineeship movements	MQ	Monthly training statistics	M
	** These reports are proposed for the new NORVET system			
Q L D	Allotment report	DM	Analysis - Pre-vocational	Y
	Allocation report	x 6	Analysis - Pre-apprenticeship	Y
	Analysis - Queensland apprentices	Y	Analysis - Gender of apprentices	Y
	Analysis - Queensland apprentices by Region	Y	Analysis - Previous Service Qld	Y
	Cancellation of apprentices	Y	Analysis - Intake of apprentices - Queensland sector	Y
	Analysis - Transfers Queensland	Y	Intake by Region Trng Services Br	M
	Analysis - Intake of apprentices	Y	Monthly Cancellations	M
	Analysis - Educational Standard	Y	Monthly Cancellation by Region	M
	Analysis - Age at Date of Commencement			

Table 6a (cont'd): Statistical reporting arrangements

	NAME OF THE REPORT	FREQ	NAME OF THE REPORT	FREQ
S A	Internal trainee statistics (ICTC):- Trainee completion date, plan, commencement date, event, status and event processed date	M	Monthly trainee statistics (VEETAC):- Trainee ASCO code, gender, status, completion date, commencement date, event, event processed date	M
	Internal employer statistics (ICTC):- Employer plan, date approval processed, date approval withdrawn, status	M	Annual trainee statistics (VEETAC):- Trainee commencement date, gender, age, ASCO code, plan, employer type Trainee completion date, status, history event, event reason, event processed date	Y
T A S	VEETAC statistics - commencements by age/sex	Y	Administration reports	M
	Cancellations by reason code/sex		Allotment	M
	Apprentices in training by year of training		Analysis Monthly	M
	Commencements/Recommencements by private/public sector by sex		Analysis Yearly	Y
	Cancellations/withdrawals by trade/sex Completion rate report		Expected Completion Report	Y
V I C	Apprenticeship commencements by trade, new apprentice/recommencement, by sex	M	Apprentices seeking employment by trade, period of-time	
	Apprenticeship commencements during year to date; by trade, new apprentice/recommencement, sex Apprentices (after probation) in training, by trade, year of apprenticeship Apprentices (during probation) in training by trade, year of apprenticeship Total apprentices in training by trade, year of apprenticeship		Monthly in-training statistics Apprenticeship processing statistics Apprenticeship withdrawals Apprenticeship cancellations Apprenticeship left trade Apprenticeship commencements Apprenticeship completed schooling Apprenticeship completions	
W A	Internal reporting:- Annual Apprenticeship statistics; Trade Categories/Titles, in Training, New Apprenticeships, cancellations, completed	Y	(5) Total in training at end of month by trade, sex, registered & probationer(6) Out-of-trade apprentices (suspended)	Y
	Traineeship statistics: (1) Total in Training, trainees registered, commenced, completed, cancelled (2) Model Codes/Titles; in Training, M/F commenced, registered (3) Cumulative statistics for 3 fin yrs, Model Codes/Titles, Trainees commenced, registered, completed, cancelled, % variance	M	VEETAC Annual statistics :- Number of commencements, new commencements; recommencements, cancellations, withdrawals, completions for the financial year	Q
	Apprenticeship statistics: (1) Cumulative statistics for 3 fin yrs - in training, indentures registered, completed & cancelled, probationers, % variance (2) Total in training (for 3 Fin/Yrs), trade categories, probationers, registered (3) Cumulative Statistics for 3 Fin/yr - trade categories, probation intake, indentures registered, completed, cancelled, % variance (4) In training - trade categories, metro/country	M	Apparent rate of completions (no.of completions/total commencements 4 yrs prior); in training as at June 30, previous financial year, previous/current year; Apprenticeship population changes; New commencements for the financial year (breakdown by gender and age)	
			VEETAC Quarterly statistics:- New commencements recommencements, indentures registered, cancellations, withdrawals, completions, in Training (at end of quarter)	

The statistical reporting date have been an outstanding issue which has not been addressed adequately. AVETMISS will be dependent upon consistency in these reporting arrangements. If this is to be achieved then the states and territories need to report their data in a consistent manner based on the same reference date. It is important to note that although one date or the other is currently used for statistical reporting purposes most Training Authorities store both dates in their databases. (Some of the traineeship databases only store the effective date, ie. the actual date). It should also be noted that data on apprenticeship and traineeship is derived from information provided by employers. Such information may not be provided to STAs until some time after the event.

Summary comment:- In a national data collection it is vital that the same reference date is used when extracting or reporting statistics. It is recommended that state and territory training authorities report on the basis of the date of effect, (i.e. the actual date) for the national data collection (see Recommendation 5.1).

7 Other Training Providers

The focus of the project has been the recording of training providers under contracts of training, the majority of which is currently delivered by TAFE. However a large part of training in Australia is provided by organisations outside of the TAFE environment and this proportion will continue to grow with the development of a more open training market. Therefore this report would not be complete without recognition of the input provided during the consultations with private providers, industry representatives, personnel in the accreditation areas and other training bodies.

Below is a consolidation of issues which were discussed in terms of gathering information for a national collection from organisations outside of the TAFE sector. Some background information is firstly provided in order to indicate the developments and activities which are currently in progress in relation to the pursuit of private provider information.

Background information

This information was provided by the State/Territory Training Authorities:-

- ♦ For those who wish to provide accredited training, registration is compulsory in the Northern Territory, South Australia and Tasmania but will be optional for the Australian Capital Territory.
- ♦ The number of registered private providers is growing steadily. In Queensland over 200 private providers have Approved Training Organisation (ATO) status. Formal statistics are not as yet collected, however, VETEC has undertaken a survey of these providers with ATO status and a report will be released in the near future. In Victoria there are currently registered approximately 230 registered courses/providers. In this state the collection of statistics is not part of the registration process but is requested at a later stage.
- ♦ The Australian Capital Territory, Tasmania and Victoria are currently developing private provider databases.

Other areas/activities involved in the collection of private provider information:-

- ♦ The Australian Council for Private Education and Training (ACPET) is currently developing a database of private providers
- ♦ Queensland has recently conducted a survey of Approved Training Organisations
- ♦ DEET and the ABS are undertaking a survey relating to Commercial Training Providers.

Sources of information to derive a scope of private providers:-

- ♦ ACPET
- ♦ Registered private providers - accreditation bodies
- ♦ The Australian Training Register database

Aspects of the training organisation which require investigation for a national data collection:-

- ♦ type of statistics collected, if any
- ♦ computer systems and the databases used to store the statistics
- ♦ type of training offered
- ♦ type of courses offered
- ♦ number of students in training
- ♦ the ability to extract the information from the computer systems

Mechanisms which can assist in the collection of training information from providers outside of the TAFE environment:-

1. Set the parameters of what is required and provide specific details about the data requirements (ie provide definitions and a proforma).
2. Establish an incentive for private providers and others to contribute training statistics to a national collection. This could include:-
 - ♦ the provision of mapping of specific training in Australia
 - ♦ the provision of up-to-date figures
 - ♦ the provision of information to meet the needs of industry and the private training market
3. The provision of software (e.g. a mini portable AVETMISS) to send to the training organisation or strategies of how to disseminate the information and mechanisms of transfer.
4. Capacity for the training organisations to return the data within a "respectable" time
5. The need to consider timeliness (eg January is not the ideal time to survey the printing industry because this is the holiday period for this industry).
6. User friendliness of the collection process.
7. Mechanisms through which to network to industry for a national data collection:-
 - ♦ State ITAB convenors
 - ♦ National bodies
 - ♦ Principal trainers (ie indirect route - in-house)
 - ♦ Use a National forum (ie through the National ITABS)

In summary the collection of training data from outside the TAFE environment is possible but is dependent upon incentives, resources and funding issues. A separate ACVETS project will investigate how private provider data can be incorporated within AVETMISS.

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Training Statistics Working Party

Murray Bird	Office of Industrial Training, DEVET
Ann Blythe	DETAFA (SA)
Tom Dumbrell	DIRETFA, NSW
Bevin Ford	ACT Vocational Training Authority
John Foyster	NCVER
Peter Lochert	OTFE (VIC)
Robert Montgomery	DEET (Central Office)
John Stalker	Office of VETEC, QLD (Chairperson)
Dennis Sutton	Department of EET (NT)
Nerida Taylor	ACPET (ACT)
John Whitely	ABS (ACT)
Sandy Williams	DEVETIR (QLD)
Dirk Wierenga	DEIRT (TAS)

Australian Capital Territory

Alan Aston	Australian Training Register
Janelle Bird	ACT Vocational Training Authority
John Churchill	Canberra Institute of Technology
Norman Fisher	Canberra Institute of Technology
Des Lyons	DEET
Elizabeth Owen	Canberra Institute of Technology
Bill Rowe	National Training Board
Ben Ryland	DEET
Hans Voigt	DEET
Dominica Walsh	Metropolitan Business College

New South Wales

Carolyn Bloch	NSW VETA Working Party
Kerry Bruce	Vocational Training Branch, DIRETFE
Walter Cellich	Information Technology Branch, DIRETFE
Andrew Clements	NSW VETA Working Party
Rowena de Montfort	Labour Market Policy Branch, DIRETFE
Gillian Goozee	NSW VETA Working Party
Andreas Hartung	DIRETFE
Ian Kingsley	Vocational Training Branch, DIRETFE
Graham Lee	DIRETFE
Chris Morgan	NSW VETA Working Party
Terry Schubert	Vocational Training Branch, DIRETFE

Northern Territory

Michael Birch	NT Department of Education
Ian Clooney	NT Employment and Training Authority
John Cossons	NT Department of Education
Anne Fuchs	NCOM Services, NT Computing & Communications
Peter Liebich	NT Department of Education
Mike Tably	NT Treasury
Don Watts	NT Employment and Training Authority

Queensland

Murray Armstrong	Tourism and Hospitality Industry Training Council
Steve Bain	Office of VETEC
Kaye Bowman	Planning Division, Office of VETEC
Doug Crosser	Office of VETEC
Shirley Eickenloff	Training Services Branch, DEVETIR
Sue Evans	DEVETIR (ICL-FUJITSU "Partnership" Model)
Rob George	Office of VETEC
Vic Guise	Australian Automotive ITC
Margaret Hardy	Accreditation Certification & Recognition Division, Office VETEC
Rodger Klopp	Queensland Printing Industry Training Council
Dirk Neyer	DEVETIR (ICL-FUJITSU "Partnership" Model)
David Smith	Training Services Branch, DEVETIR
Michael Sondergeld	Training Services Branch, DEVETIR

South Australia

Jenny Joyce	Information Systems Branch, DETAFE
Elizabeth Maynard	Information Systems Branch, DETAFE

Tasmania

Abby Achalabun	Tasmanian Centre for Information Technology
Andrew Benson	Local Government Industry Training Board
John Boutchard	Quality Assurance Branch, DEIRT
Barry Morgan	Planning & Co-ordination Branch, DEIRT
Carolyn Nichols	Quality Assurance Branch, DEIRT
Support staff	Training Authority of Tasmania
Chris Todd	Printing Industry Training Board, Tasmania

Victoria

Tony Clune	Office of Training and Further Education
Geoff Foster	Office of Training and Further Education
Andrew Gower	Office of Training and Further Education
David Greaves	Office of Training and Further Education
Bob Little	Training Operations Bureau, RMIT
John Nathan	Office of Training and Further Education

Western Australia

Geoff Larsen	NATMISS
David Lloyd	DEVET
Anne Stannard	Office of Industrial Training, DEVET
Kieran Tynan	Office of Industrial Training, DEVET
Gillian Werner	Information Technology Bureau, DEVET
Stuart Young	DEVET

Appendix A

Project Brief

Aim

The ACVETS Training Statistics Working Party has been asked to provide a report to ACVETS on the development of Training Statistics.

This project will provide a report for ACVETS by mid 1993.

Methodology

This project requires the clear establishment of the status and projected future for training statistics as set down in the minutes of the meeting of 20 August 1992.

Step 1

The first major step is to establish the extent of compatibility/comparability of data collected by states/territories and the data elements proposed in the AVETMISS model. Initial information is being provided through a survey of states/territories due for return by 18 November 1992.

A spreadsheet will be developed which enables a comparison between the elements proposed in the NATMISS Business Model and those currently used by state and territory authorities. The linkages between existing state/territory data elements and the NATMISS elements will then be further explored.

The analysis will focus on:

- ♦ the completeness of the elements;
- ♦ the consistency of appearance of particular elements across regions;
- ♦ the consistency of usage of particular elements across regions; and
- ♦ the identification of any gross problems related to the definitions of elements.

The first draft of this analysis is to be completed by 7 December 1992.

Clarification will be sought from states/territories and NATMISS where necessary. The outcomes of this step will include a first draft of a glossary of terms to be used in dealing with training statistics.

The balance of Step 1 is to be completed by 31 December 1992.

Step 2

This step will consider further the differences between the elements proposed in the NATMISS Business Model and the elements submitted by the states and territories and the systems used in the states and territories.

At this point any discrepancies will be identified. Such discrepancies are to be dealt with during the later phase of on-site interviews and discussions.

Detailed descriptions of the existing hardware and software systems will be compiled in this step.

Step 2 is to be completed by 31 December 1992.

Step 3

This step will involve the preparation of a report describing the current and planned development work on statistical collections and supporting information systems within each state and territory. The links between the TAFE and Training Statistics systems and the computer systems used will also be examined.

The report also will include expanded definitions of key data elements, document the major reporting arrangements, and details of the various agencies involved, their functions, and the relationships between them.

Step 3 is to be completed by 31 December 1992.

Step 4

Step 4 consists of consultations with the states and territories. The project officer will visit each state and territory to obtain more detailed information relating to the data collated and arranged in Steps 1-3.

The matters to be covered include:

- the present collection;
- proposed changes in the systems;
- differences from the NATMISS proposals; and
- foreseen changes in the data collection.

Discussions with relevant groups other than the TAFE and Training Authorities will also be undertaken.

The schedule for these visits is given below (see Working Schedule). These consultations will be completed by 28 February 1993.

Step 5

The report of the Working Party will have two distinct themes, the first being the existing state/territory training statistics reporting systems and their compatibility with NATMISS and each other. The second being future statistical needs and the implications for NATMISS and state/territory systems.

Given the tightness of the project timeframe an initial draft report will be prepared on the outcomes from steps 1 to 4 (or theme 1) of the project. The draft report will include preliminary suggestions for strategies to produce data consistent with the NATMISS proposals, where problems have been identified in the earlier steps (For details, see minutes of meeting of 20 August, page 9, tasks A). The report will also make recommendations for modification to the NATMISS model if necessary.

The initial draft report will be completed by 31 March 1993 and then circulated for comment early in April 1993.

Step 6

While comment is sought on the initial draft report, the project officer will develop the final sections of the full report that will address the implications that national developments in VET will have on statistical requirements. In particular the needs of ANTA will be given consideration, also other developments such as the National Entry Level Training System, private sector training, and data on financial expenditure on vocational education and training. As these sections are developed they will be circulated for comment.

This step is to be completed by 30 April 1993.

Step 7

Further consultations, as necessary, will take place during April and May 1993. Drafting of the final report will begin in this period.

Consultations will, as a general principle, be wide rather than narrow. These will include a wide range of participants in the vocational education and training system, including industry, trade unions and public and private providers.

Step 8

The final report will include the results of the above study and recommendations on state/territory data collection systems, NATMISS and on processes for the collation and dissemination of data.

The final report is to be ready by 30 June 1993.

Meetings with the Training Statistics Working Party and the project Steering Committee will occur as required.

Working Schedule

November 1992	Working party meeting to develop project brief, including working with project officer on detailed plans.
December 1992	Preparation of draft overview of current status, based on returns from states and territories (due 18 November). Visits and interviews in South Australia to expand upon information already supplied.
January 1993	Visits and interviews in Victoria, Tasmania and the Australian Capital Territory.
February 1993	Visits and interviews in New South Wales, Queensland and in the Northern Territory and Western Australia.
March 1993	Preparation of initial draft report.
April 1993	Circulation of initial draft report. Analysis of comments and suggestions on draft report. Follow-up visits (where necessary) through into May 1993.
May-June 1993	Preparation of Final report.

Award Category

Apprenticeship and traineeship training comprises both on and off-the-job training. On-the-job training is provided by the employer while off-the-job training is provided, either on a day release or block release basis, by an approved training provider, TAFE being the major provider.

Successful completion of both on and off-the-job training culminates with the awarding of a certificate by the State or Territory Training Authority. The title of the certificate varies across the states and territories.

As illustrated in the table on the following page, currently 3 State/Training Authorities maintain an award category attribute (ie Certificate Type) in the database while 5 can derive the type of certificate issued to the apprentice/trainee from their current operations. However what is more evident is the variation in the type of certificate issued for a contract of training. This information is detailed below.

Apprenticeship certificates

The apprenticeship (on and off-the-job completion) award refers to various certificates nationally:

- Certificate of Competency (ACT, SA, TAS)
- Certificate of Completion (QLD, VIC)
- Certificate of Proficiency (NSW)
- Certificate of Recognition (NT)
- Trade Certificate (WA)

The certificates issued for the completion of the on-the-job component only are titled-

- Craft Certificate (NSW)
- Certificate of Achievement (TAS)

Certificate types for apprenticeship and traineeship qualifications.

	AUSTRALIAN CAPITAL TERRITORY	NEW SOUTH WALES	NORTHERN TERRITORY	QUEENSLAND	SOUTH AUSTRALIA	TASMANIA	VICTORIA	WESTERN AUSTRALIA
Is Award Category In the database?	Not an attribute in the database.	TRA_Certificate type	Credential Type	Not an attribute in the DESD or TS database.	code1_certtype	Not an attribute in the database.	Not an attribute in the APPSYS or ATS database.	Not an attribute in the database.
Apprentice- ship (on and off the job training)	Certificate of Competency	P = Proficiency Certificate	Certificate of Recognition	Certificate of Completion	Certificate of Competency	Certificate of Competency	Certificate of Completion (for apprentices and adult trainees)	Trade Certificate
Apprentice- ship (on-the- job training only component)		C = Craft Certificate				Certificate of Achievement (when there is no off-the-job training for the trade)		
Traineeship (off and on- the job training)	Certificate of Proficiency	P = Proficiency Certificate	Certificate of Recognition	Certificate of Proficiency Part I and II	Certificate of Competency Certificate of Proficiency (historical)	Certificate of Competency	Certificate in Vocational Studies	Certificate of Proficiency
Traineeship (on-the-job only)		J = On-the-job Certificate						
Other	Certificate of Recognition (RPL)	X = Extract of records			Certificate of Recognition (not completed trade training accredited with trade status)	Certificate of Recognition (issued from the Recognition area)		Summary Training Program (on & off skills achieved, this lists the competencies)

Traineeship certificates

The certificates issued for the completion of on and off-the-job training components for Traineeships are titled:-

- ♦ Certificate of Competency (SA, TAS)
- ♦ Certificate of Proficiency (ACT, NSW, QLD, WA)
- ♦ Certificate of Recognition (NT)
- ♦ Certificate in Vocational Studies (VIC)

For completion of on-the-job component only for traineeships the certificates are titled:-

- ♦ On-the-job Certificate (NSW)

Summary comment:- The variation in the certificate titles for similar training emphasises the need to define the certificate category for a national collection in terms of:-

(1) the contract type (i.e. apprenticeship/traineeship) and

(2) the components of training which have been completed (off and/or on-the-job)

rather than base the Award Category on the title of the Certificate.

Contract Type

As indicated in the table opposite the Contract Type varies in terms of its values and presence in the State/Territory statistical databases.

- Queensland is the only Training Authority which clearly differentiates its trainees into the type of apprenticeship/traineeship (i.e. AVC, Career Start).
- New South Wales, South Australia and Western Australia identify the type of contract. Victoria distinguishes the contract type by the record type while the Northern Territory defines a contract of training as one entity.
- Contract Type is not stored as an attribute in the Australian Capital Territory and the Tasmanian statistical systems but can be derived.

Australian Capital Territory:- The values of this attribute can be derived from the data which is stored on independent databases.

Tasmania:- The contract type can be distinguished by the Reg/File Number which consists of two components: <year A/T/ commenced> <5 digits>; if digit 3 = 0 then it is an apprentice and if digit 3 = '2' then it is a trainee.

Summary comment:- The classifications for Contract Type require the development of values which appropriately represent current and future need of the STAs. It is suggested the classifications consist of:-

- (1) Apprenticeship
- (2) ATS Traineeship
- (3) Australian Vocational Certificate
- (4) Career Start Traineeship

Appendix C

Contract types in the STA statistical systems.

	Contract Type attribute	Apprenticeships	Traineeships	Other
AUSTRALIAN CAPITAL TERRITORY	Not an attribute in the database but can be derived from each database independently.			
NEW SOUTH WALES	APR_system	APS = Apprenticeship	ATS = ATS Traineeship	
NORTHERN TERRITORY	Contract Type	CT = Contract of Training		AS = Assignment
QUEENSLAND	This information is stored on two databases.	Apprenticeship Type 0 = State apprentice 2 = Trainee 4 = ATS trainee 6 = Skilled worker 8 = Interstate apprentice 9 = Federal Award apprentice	Scheme_type (ATS) AT = ATS CS = Career Start AV = AVC PP = Para-professional SP = Stanwell Pilot	
SOUTH AUSTRALIA	There is a flag 'trade' on the vocation maintenance screen	Y = apprentice	N = trainee	
TASMANIA	Not an attribute in the database but can be derived from the Reg/File No.			
VICTORIA	Traineeship can be derived from the database.	Record types Preapprentice Apprenticeships Adult trainees		
WESTERN AUSTRALIA	Apprenticeship Type	A = Apprentice	T = Traineeship	I = Industrial Trainee P = Pre-apprentice

Contract Status Reason

As indicated in the following tables the range of values currently stored in the contract of training databases which correspond to the AVETMISS Contract Status Reason attribute are mainly cancellation and suspension reasons. It is evident that there is a substantial variation in these codes.

The first 14 reasons in the cancellation table correspond to the VEETAC cancellation reason classifications. It is evident that there are many more cancellation reasons other than those which are nationally classified. Consequently most of the local cancellation reasons would be transposed to the 'Other' category in a national collection process.

The additional contract reasons suggests a review of the current usage of the local and national codes are necessary to develop appropriate national classifications. This includes an investigation into:-

- the frequency of the use of the original VEETAC classifications
- the frequency of use of the local classifications and
- the content of the 'Other' category (although this category may have been split into other classifications which have been added to this list).

Summary comment:- In relation to the contract status reasons:-

- (1) other categories must be developed in order to obtain a more valid indicator of contract of training cancellation/suspensions (and other statuses) and/or*
- (2) the local use of the current VEETAC classifications need to be reviewed.*

Appendix D

A national comparison of the training contract cancellation reason codes used in the STA statistical systems.

AUSTRALIAN CAPITAL TERRITORY	NEW SOUTH WALES	NORTHERN TERRITORY	QUEENSLAND	SOUTH AUSTRALIA	TASMANIA	VICTORIA	WESTERN AUSTRALIA
Cancel Code Lookup Reason for cancel	TRA_Cancellation reason	Participation cancellation	Extracted from the status variable (02-21) for apprentices and (40-58) for ATS	Contract status reasons = cancel	status = 02-28	Cancellation reason for Apprentices and Departure codes for the ATS system.	Reason codes
01 = Lack of aptitude by apprentice	011 = Lack of aptitude - will resume 012 = "" - won't resume 013 = "" - don't know	01 = Lack of aptitude	03 = Lack of aptitude	01 = Lack of aptitude/interest	03 = Lack of trade aptitude or unsuited to occupation	1 = Lack of aptitude by trainee	301 = Lack of aptitude (unsatisfactory progress)
02 = Inability to cope with technical course	021 = Tech too hard - will resume 022 = "" - won't resume 023 = "" - don't know	02 = Inability to cope - technical	04 = Inability to cope with Technical Course	02 = Inability to cope - off-the-job training	04 = Inability to cope with a technical course	2 = Inability of trainee to cope with tech. college 11 = Not coping with off the job training (T)	302 = Inability to cope with course (unsatisfactory progress)
03 = Inability to get along with others	031 = Personality clash - will resume 032 = "" - won't resume 033 = "" - don't know	03 = Unable to get along with others	05 = Incompatibility	03 = Inability - other	05 = Inability to get along with others	3 = Inability of trainee to get along with others	303 = Inability to get along with others
04 = Employer unable to provide training or work	041 = Can't train - will resume 042 = "" - won't resume 043 = "" - don't know	04 = Employer unable to give training	06 = Lack of Employer Training	04 = Inability to provide work or training	06 = Inability of employer to provide training/range of work	4 = Employer unable to provide training/range of work	304 = Employer can't provide training/range of work
05 = Closure of business	051 = Business closed - will resume 052 = "" - won't resume 053 = "" - don't know	05 = Closure of business	07 = Closure of Business 58 = Closure of Business (T)	05 = Closure of business	07 = Closure of business	5 = Closure of employer's business 18 = Closure of employment business (T)	305 = Closure of business
06 = Work related health condition (incl.death)	061 = Work health - will resume 062 = "" - won't resume 063 = "" - don't know	06 = Work related health	08 = Death	06 = Health	08 = Illness/accident 16 = Work related health condition	6 = Work related health condition	306 = Health (work related)
07 = Dissatisfaction with training provided	071 = Bad training - will resume 072 = "" - won't resume 073 = "" - don't know	07 = Dissatisfaction with training	09 = Dissatisfaction with Training	07 = Inadequate training	09 = Dissatisfaction with training provided	7 = Employer dissatisfaction with training provided	307 = Dissatisfaction with training

A national comparison of the training contract cancellation reason codes used in the STA statistical systems.

AUSTRALIAN CAPITAL TERRITORY	NEW SOUTH WALES	NORTHERN TERRITORY	QUEENSLAND	SOUTH AUSTRALIA	TASMANIA	VICTORIA	WESTERN AUSTRALIA
08 = Dissatisfaction with technical college course	081 = Bad tech course - will resume 082 = "" - won't resume 083 = "" - don't know	08 = Dissatisfaction with college		08 = Dissatisfied with training	10 = Dissatisfaction with technical college	8 = Trainee dissatisfaction with tech. coll course 10 = Dissatisfaction with off the job training (T)	308 = Dissatisfaction with T.E.D. course
09 = Dissatisfaction with income	091 = Want more money - will resume 092 = "" - won't resume 093 = "" - don't know	09 = Dissatisfaction with income	11 = Income	09 = Dissatisfied with Employment Conditions, Income etc	11 = Dissatisfaction with income	9 = Trainee dissatisfaction with income	309 = Dissatisfaction with Income
10 = Dissatisfaction with working conditions	101 = Working conditions - will resume 102 = "" - won't resume 103 = "" - don't know	10 = Dissatisfaction with working conditions	12 = Work conditions	10 = Poor working conditions	12 = Dissatisfaction with working conditions	10 = Trainee dissatisfaction with working conditions 14 = Dissatisfied with pay/conditions (T)	310 = Dissatisfaction with work conditions
11 = Unsatisfactory work record	111 = Bad work record - will resume 112 = "" - won't resume 113 = "" - don't know	11 = Unsatisfactory work record	13 = Unsatisfactory work record	11 = Poor work record	13 = Unsatisfactory work record	11 = Unsatisfactory work record by trainee 12 = Unsatisfactory work performance (T)	311 = Unsatisfactory work record
12 = Apprentice misconduct	121 = App Misconduct - will resume 122 = "" - won't resume 123 = "" - don't know	12 = Apprentice misconduct	14 = Apprentice misconduct 57 = Trainee misconduct (T)	12 = Misconduct	14 = Misconduct	12 = Trainee misconduct 17 = Misconduct (T)	312 = Misconduct
13 = Other	131 = Other - will resume 132 = "" - won't resume 133 = "" - Don't know	13 = Other (incl moving)		13 = Other	15 = Other	99 = Other reasons (T)	313 = Other (inc. Finan, relocat., non work related 337 = Other/Unknown (T)
14 = Not stated	141 = Not stated - will resume 142 = "" - won't resume 143 = "" - don't know	14 = Not stated		00 = Reason not stated		14 = Not stated 98 = Unknown reasons (T)	314 = Not stated
15 = Transfer			48 = Left for reasons unknown (T)				
16 = Terminated during probation			02 = Termination during Probationary period 54 = Terminated during probation (T)		02 = Cancelled in probation		

A national comparison of the training contract cancellation reason codes used in the STA statistical systems (cont'd).

AUSTRALIAN CAPITAL TERRITORY	NEW SOUTH WALES	NORTHERN TERRITORY	QUEENSLAND	SOUTH AUSTRALIA	TASMANIA	VICTORIA	WESTERN AUSTRALIA
	144 = ## Apprentice deceased ##		08 = Death 53 = Death (T)	14 = Death of trainee	17 = Death	19 = Work related death 21 = Death of trainee (T) 18 = Death not related to work 17 = Health condition not related to work	315 = Death; non work related 316 = Death; work related 334 = Death on the job (T) 335 = Death off the job (T)
	145 = Abandoned employment			38 = Abandonment of employment	21 = Abandoned employment	23 = Trainee absconded from employment 15 = Abandoned employment (T)	319 = Abandonment (notice)
						4 = Obtained Part-time employment (T)	
	150 = New job with same employer		42 = Another job same Employer (T)			7 = Obtained fulltime employment SE/SO (T) 8 = Obtained fulltime employment SE/DO (T)	322 = Found employment - same employer (T)
	160 = New job different employer		43 = Another job different Employer (T)			5 = Obtained fulltime employment NE/SO (T) 6 = Obtained fulltime employment SE/DO (T)	323 = Found employment - diff employer (T)
				46 = Full time employment	24 = To other full time employment		
	190 = Personal/Medical reasons		47 = Left for personal/medical (T)	47 = Personal commitments/problem s		13 = Trainee financial problems 13 = Discontinued medical/personal (T)	333 = Personal (T) 330 = Medical reasons (T)
	200 = Retrenched		51 = Retrenched by Employer (T)		23 = Redundancy		326 = Retrenched by employer (T)
			15 = Mutual consent 50 = Terminated mutual consent (T)				318 = Mutual consent
			17 = S.A.P./Out of trade - Qld Apprentice	48 = Previously out of vocation			

A national comparison of the training contract cancellation reason codes used in the STA statistical systems (cont'd).

AUSTRALIAN CAPITAL TERRITORY	NEW SOUTH WALES	NORTHERN TERRITORY	QUEENSLAND	SOUTH AUSTRALIA	TASMANIA	VICTORIA	WESTERN AUSTRALIA
			19 = Party not locatable				
			20 = Committee decision Pending - CTA				
				15 = Financial difficulties of employer		21 = Employer financial problems	
				39 = Incompatibility 49 = Incompatibility no fault of trainee	26 = Employer & Employee incompatible	22 = Incompatibility between employer and trainee 16 = Incompatibility with employer (T)	
				40 = Not wishing to continue in the trade			
				41 = To enter into another occupation		25 = Entry into another trade	300 = Change of trade
	180 = Undertaking other training		46 = Left for other training (T)				
				42 = To return to full time studies	18 = Full time study	2 = Returned to fulltime education (T) 20 = Trainee loss of interest (return to school)	321 = Returned to study (T)
						3 = Returned to part- time Education (T)	
	170 = Moved residence		45 = Transferred within state (T)		27 = Departure from Regional Area	16 = Trainee departure from area employer located. 19 = Departure from work area (T)	328 = Moved intrastate (T)
			44 = Transferred interstate (T)	44 = Moving interstate	19 = Departure from state	15 = Trainee departure from state	327 = Moved interstate (T)
				45 = Federal Board of reference decision			
					22 = Conviction - Law Court	24 = Trainee convicted in a court of law 20 = Imprisoned (T)	
			40 = Cancelled did not commence (T)	17 = Trainee never commenced			
			49 = Suspension of training (T)				331 = Suspension (T)

A national comparison of the training contract cancellation reason codes used in the STA statistical systems (cont'd).

AUSTRALIAN CAPITAL TERRITORY	NEW SOUTH WALES	NORTHERN TERRITORY	QUEENSLAND	SOUTH AUSTRALIA	TASMANIA	VICTORIA	WESTERN AUSTRALIA
			16 = Completion - not locatable 18 = No official allotment 41 = No official allotment (T) 10 = Failure to Pass College 52 = No college available (T) 55 = Difficulty with college (T) 56 = State Training Council Decision (T)	16 = 43 = To complete training with another employer at a later date	20 = Enlisted in military service 25 = To apprenticeship (ex traineeship) 28 = Lapse	9 = Dissatisfied with on-job train (T) 22 = Done 12 months/failed OTJ train (T) 23 = Done 12 months/failed on-job train (T) 24 = Done 12 months/satisfied neither (T)	317 = TAFE recommendation (notice) 320 = Apprentice/guardian request (hearing) 324 = Self termination (T) 325 = Employer terminated (T) 329 = TAFE problems (T) 332 = Dissatisfaction with traineeship (T)

A national comparison of suspension reasons in the STA statistical systems

AUSTRALIAN CAPITAL TERRITORY	NEW SOUTH WALES	NORTHERN TERRITORY	QUEENSLAND	SOUTH AUSTRALIA	TASMANIA	VICTORIA	WESTERN AUSTRALIA
			49 = Suspension of Training (T) is a reason for cancellation.			Deferral reason for ATS	
				18 = Due to illness		1 = Medical (T)	227 = Medical reasons
				22 = Temporary lack of work		2 = Work shortage (T)	213 = Down-turn in work
				23 = Personal reasons		3 = Personal (T)	229 = Personal problems
				20 = Maternity 26 = Paternity		4 = Maternity (T)	
				17 = Trainee never commenced 19 = Disputes and disciplinary matter 21 = Travelling interstate or overseas 24 = Due to lost time 25 = Leave without pay		9 = Other (T)	207 = Misconduct 208 = Unsatisfactory progress/poor attitude 211 = Financial difficulties - employer 212 = Cessation of business 214 = Other 215 = Employer's inability to train 220 = Misconduct - Mutual consent 221 = Financial difficulties - mutual consent 222 = Cessation of business - Mutual consent 223 = Down-turn in work - mutual consent 224 = Other - mutual consent 225 = Wanted change (Employer/Trade/Training) 226 = Personality clash 228 = Relocation 231 = Part-time Year 1 232 = Part-time Year 2 233 = Part-time Year 3 241 = Part-time Mutual consent Year 1 242 = Part-time mutual consent Year 2 243 = Part-time mutual consent Year 3